

*Code: 2359*

*Title: PERMIT AND REGULATORY COMPLIANCE COORDINATOR*

**SUMMARY:** Plans, reviews and prepares permit application documents. Ensures compliance with permits, procedures and mandated regulations by collecting, analyzing and reporting permit required information.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Prepares permit application documents and issues permits for new construction or modifications to facilities;  
Meets with other regulatory representatives from various agencies and departments to ensure compliance with permit conditions;  
Monitors permit reporting requirements to ensure compliance with permit conditions;  
Monitors wastewater and/or any facilities which have environmental impact, for compliance with permits;  
Collects, reviews and monitors permit required data and compiles compliance reports and works to resolve permit noncompliance;  
Drafts response letters and negotiates compliance conditions for permit violations;  
Ensures appropriate monitoring frequencies are met and parameters are in accordance with permit conditions;  
Reviews and comments on regulatory issues, proposals and policy implementation;  
Reviews proposed new or changed rules, regulations or related materials for impact on division operations and makes recommendations to management;  
Interprets environmental laws and statutes;  
Attends and participates in permit violation hearings;  
Represents department and county in various committees;  
Coordinates the collection, reporting and documentation of compliance data;  
Consults with and trains County managers and supervisors in data collection and compliance reporting;  
Conducts research, data-gathering and reporting of special projects;  
Plans, reviews and prepares reports and proposals for new projects;  
Responds to public requests for information and resolves complaints;  
Supervises, trains and evaluates professional and technical employees.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- materials, equipment and operations of wastewater treatment plants, facilities, environmental control and related systems;
- Federal, State, and local environmental requirements for wastewater and achieving regulatory compliance;
- Federal, State and local laws, rules, regulations and mandates for the treatment and disposal of wastewater and its byproducts, certification/licensing of facilities which impact the environment and associated reporting requirements for local, State and Federal agencies;
- Federal, State, and local laws, codes and regulations related to wastewater laboratory analysis;
- occupational hazards associated with the operation and maintenance of wastewater treatment plants, facilities and related systems/operations;
- water, wastewater and/or environmental facility design and operation;
- principles, practices and techniques of wastewater chemical and/or environmental analysis, water and/or air pollution control and groundwater contamination;

- lab analysis methods and new developments involving monitoring;
- principles and practices of office and personnel administration, to include employee supervision, evaluation and training.

Skill in:

- compiling and submitting local, State and Federal mandated reports and related information;
- coordinating the collection, documentation, filing and archiving of Wastewater Treatment Plant (WWTP) and/or environmental operations, maintenance and related activity reports and data;
- interpretation of regulations, permit conditions and sampling techniques;
- preparation of technical reports and evaluations;
- assessing the impact of new/changed rules, regulations and mandates on unit operations and recommending/implementing changes to assure compliance with same;
- coordinating work-unit activities with other departmental, County, State and Federal agencies;
- supervision, evaluation and training of support staff;
- conducting and reporting research of special projects to management;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in natural resource management, civil or sanitary engineering, management, biological science, chemistry, environmental technology, environmental science or environmental engineering, or a closely related field as defined by the Appointing Authority and two years of experience in preparation of permit applications in support of departmental operations plus one year of supervisory experience (which may be concurrent with general experience).

OR:

(2) Two years of experience with Pima County as a Permit and Regulatory Compliance Specialist, Civil Engineering Assistant, Industrial Wastewater Quality Supervisor, Environmental Enforcement Supervisor, Environmental Analyst or Environmental Specialist plus one year of supervisory experience (which may be concurrent with general experience).

OR:

(3) Four years of experience with Pima County as an Industrial Wastewater Inspector or Environmental Enforcement Officer-Senior plus one year of supervisory experience (which may be concurrent with general experience).

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D Driver's License at the time of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.