

*Code: 2360*

*Title: PERMIT AND REGULATORY COMPLIANCE OFFICER*

**SUMMARY:** Plans, reviews and prepares permit application documents. Negotiates permit conditions for regulatory compliance and ensures department compliance with permits, procedures and mandated regulations by overseeing the collection, analysis and reporting of 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, negotiates and obtains permits for new construction or modifications to facilities;

Meets with Arizona Department of Environmental Quality (ADEQ) personnel and other regulatory representatives from various agencies and departments to negotiate permit conditions;

Monitors permits and reporting requirements to ensure compliance with permit conditions;

Monitors wastewater facilities for compliance with environmental permits, regulations and procedures and submits compliance reports to regulatory agencies;

Collects, reviews and monitors permit required data and compiles reports for compliance and works to resolve permit noncompliance;

Drafts response letters and negotiates compliance conditions with ADEQ 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 current and proposed new or changed rules, regulations or related materials for impact on facilities, division operations and management and makes recommendations to management;

Interprets environmental laws and statutes and coordinates with other Pima County staff in developing strategies to ensure compliance;

Reviews proposed legislation and rules and provides comments to represent the department's interest in the legislative process;

Attends and participates in appeals processes and hearings;

Represents the Department and County in various committees relative to permitting and compliance issues;

Oversees the development, submission, maintenance and archiving of County/state/federal-mandated operating permits, reports, forms and records;

Coordinates the collection, reporting and documentation of compliance data;

Consults with and trains managers and supervisors in data collection and compliance reporting;

Develops and implements short/long-range plans in concert with departmental management;

Conducts research, data-gathering and reporting for special projects;

Plans, reviews and prepares reports and proposals for new projects;

Develops division budget and monitors expenditures;

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 and related systems;
- local, state and federal environmental requirements for wastewater and achieving regulatory compliance;

- local, state and federal laws, rules, regulations and mandates for the treatment and disposal of wastewater and its byproducts, certification/licensing of facilities and operations staff and reporting requirements for local, state and federal agencies;
- local, state and federal 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;
- water and wastewater facility design and operation;
- principles, practices and techniques of wastewater chemical analysis, water 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) operations, maintenance, activity reports and data;
- negotiation techniques;
- interpretation of regulations, permit conditions and sampling techniques;
- preparation of technical reports and evaluations;
- developing and implementing program improvements;
- assessing the impact of new/changed rules, regulations and mandates on unit operations and recommending/implementing needed changes to assure departmental compliance;
- coordinating work-unit activities with other departments, County, state and federal agencies;
- supervision, evaluation and training of support staff;
- conducting and reporting research of assigned 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 at the time of recruitment and four years of experience in environmental permit administration 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 Coordinator, Environmental Planning Manager, or Civil Engineer, plus one year of supervisory experience (which may be concurrent with general experience).

OR:

(3) Three years of experience with Pima County as an Environmental Analyst, 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 license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

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

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

Pima County

Revised 11/29/16 (tb)