

LEGEND:

Additions

Deletions

Approved August, 2016

Proposed January, 2019

**CITY OF SANTA CLARA, CALIFORNIA**  
**COMPLIANCE MANAGER**  
(Unclassified)  
(081)

**EDUCATION AND EXPERIENCE**

For all departments:

- Education and experience equivalent to graduation from an accredited college or university with a Bachelor's degree in Chemistry, Environmental Studies or closely related field; and
- Three (3) years of experience at a responsible level in regulatory compliance in the electric utility, water and sewer utility industry, or storm water pollution prevention program.

**Desirable Qualifications**

- An additional two (2) years' experience in hazardous materials, management regulatory compliance in the electric or water resource planning in the water utility industry;
- A Master's degree in Chemistry, Environmental Studies, Engineering or Public Administration for positions in the Water & Sewer Utilities Department and Public Works Department.

**LICENSE**

Possession of a valid California Class C driver's license is required at the time of appointment and for duration of employment.

For Water & Sewer Utilities Department:

- Possession of a valid Water Distribution Operators Certificate (Grade D2, or above) or the ability to obtain that certificate within 12 months of appointment;
- Possession of a valid Collection System Maintenance certificate (Grade 2 or above) issued by the California Water Environment Association or the ability to obtain that certificate within 12 months of appointment.

**DISTINGUISHING CHARACTERISTICS**

This is a key leadership position in the unclassified service with assigned responsibility for assuring compliance with all Federal, State and local laws, regulations, permits for City of Santa Clara within the Electric Utility, Water & Sewer Utilities and Public Works Departments. The employee will provide the leadership of all employees through coaching, enabling and facilitating a team environment and working collaboratively with internal and external customers. Individual is responsible for initiating actions up to and including stopping an operation, when necessary to assure full compliance.

## **COMPLIANCE MANAGER (continued)**

As a member of the City's Unclassified Service this is an "at-will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

### **TYPICAL DUTIES**

Duties include, but are not limited to the following:

Under general direction:

For the Electric Utility and Water and Sewer Utilities Departments:

- Works with all personnel ensuring an injury free work place;
- Develops the programs and procedures necessary to be in compliance with all Federal, State and local environmental, health and safety and security laws, regulations and permits;
- Maintains water quality, environmental, health, safety and security files and compliance with State and Federal regulations;
- Develops and provides training for employees through coaching, enabling, and facilitating techniques and ensures that effective training programs are in place;
- Utilizes continuous improvement tools like benchmarking, and establishes key process measures that meet the organization's needs;
- Develops and implements incident investigation and reporting programs, and takes appropriate preventive actions;
- Maintains the Material Safety Data Sheet System to ensure it is complete and up-to-date;
- Reviews and revises all pertinent materials for content, comprehension level, and clarity;
- Maintains current information on applicable laws, regulations and permits with Federal and State agencies;
- Provides necessary budgeting , communication, contracting, , agency relations with Federal, State and local regulatory bodies
- Ensures that performance standards and records management requirements are met to achieve outcomes and expectations;
- Assists in the preparation of material and evidence for the organization's use in hearings, lawsuits, and insurance investigations;
- Ensures maintenance of applicable professional certifications required for employees; and
- Performs other related duties as assigned.

For the Electric Utility Department:

- Manages all environmental, health, safety, reliability and security programs and issues to ensure employee safety;
- Manages and directs all facility environmental programs including hazardous and non-hazardous waste, air and water permitting and all facility compliance with applicable regulations/standards/policies governed by OSHA, Cal OSHA, EPA, NFPA, DOT, BAAQMD, CEC, FERC, WECC, and any other Federal, State and local regulatory agencies;
- Conducts health & safety, health, physical security, environmental and behavioral based management system audits to identify existing and potential deficiencies and monitors corrective actions identified, and to assess compliance with standards and assure implementation of required changes;

## COMPLIANCE MANAGER (continued)

- Develops and implements the medical surveillance program, including hazardous materials exposure, hearing conservation, respiratory protection and any others as needed;
- Coordinates all activities associated with Worker's Compensation with the Human Resources Department; and
- Maintains the Material Safety Data Sheet System to ensure it is complete and up to date.

For the Water and Sewer Utilities Department:

- Manages the City's water quality monitoring program to ensure the protection of the public and compliance with all applicable drinking water regulations as promulgated by the State Water Resources Control Board (SWRCB) – Division of Drinking Water, California Environmental Protection Agency, and U.S. Environmental Protection Agency;
- Manages the City's demand side management programs to promote water conservation and the efficient use of water within the City;
- Manages all State and Federal regulatory programs and issues to ensure the protection of the public and employees safety;
- Manages and directs all facility environmental programs including hazardous and non-hazardous wastes, air and water permitting; and all ongoing water and sewer utility compliance with applicable regulations/standards/policies governed by OSHA, Cal OSHA, EPA, DOT, State Water Resources Control Board (SWRCB) – Division of Drinking Water and other applicable divisions, the Regional Water Quality Control Board and any other Federal, State and local regulatory agencies.

For the Public Works Department:

- Manages *and directs* the City's stormwater ~~treatment~~ inspection and enforcement programs for ~~commercial/industrial during construction and post construction for~~ *to ensure* compliance *with the City's NPDES permit and applicable City ordinances*;
- ~~Updates~~ *Maintains and reviews* the City's storm-water business inspection plan and enforcement response plans;
- Serves as Public Works Department maintenance and operations representative at ~~Planning~~ *Project* Clearance Committee meetings and on the Central Safety Committee;
- *Reviews new and redevelopment project plan submittals for compliance with Low Impact Development (LID) requirements in the City's NPDES permit*;
- Manages all State and Federal regulatory programs and issues to ensure the protection of the public and employees safety;
- Manages and directs all facility environmental programs including hazardous and non-hazardous wastes, and applicable regulations/standards/policies governed ~~to include but not limited to~~ *by* OSHA, Cal OSHA, EPA, DOT, CERS, CalRecycle, BAAQMD, ARB, BAR, State Water Resources Control Board, State Board of Equalization, California Department of Toxic Substance Control, Regional Water Quality Control Board, ~~and~~ *County* Department of Environmental Health, *and any other Federal, State, and Local regulatory agencies*;
- Develops, maintains, and reviews policies and procedures for *both stationary and portable* City equipment ~~that is regulated by the BAAQMD~~ *to ensure compliance with operating permits* *BAAQMD and CARB regulations*;
- Develops, maintains, and reviews policies and procedures for City fuel sites to ensure sites meet all local, State, and Federal regulations and guidelines;

## COMPLIANCE MANAGER (continued)

- ~~Develops, maintains, and reviews policies and procedures for stationary generators to ensure generators meet all local, State, and Federal regulations and guidelines;~~
- Develops, maintains, and reviews policies and procedures for fleets aerial inspections to ensure aerial inspections meet all local, State, and Federal regulations and guidelines;
- Maintains *and reviews* the Streets and Automotive Corporation Yard's Spill Prevention, Control, and Countermeasure (SPCC) Plan *and Stormwater Pollution Prevention Plan (SWPPP)*;
- ~~Manages fire extinguisher maintenance and inspections for Streets and Automotive Corporation Yard;~~
- Coordinates employee health and safety trainings for employees, including, but not limited to, traffic flagging and safety, fall protection, confined spaces, forklift certifications, bloodborne pathogens, hazard communication, and injury/illness prevention;
- Prepares and maintains hazardous ~~waste-materials~~ business plans for various Public Works Department sites; and
- Conducts internal audits and identifies potential areas of compliance vulnerability and risk, to develop alternative action plans.

## KNOWLEDGE, SKILLS, AND ABILITIES

~~For all departments:~~

Knowledge of:

*For all departments:*

- Principles of leadership and management through coaching, enabling and facilitating employees working in a team environment and working collaboratively with internal and external (Federal, State and local) customers and agencies;
- Principles and practices of Electric Utility or Water & Sewer Utilities or Public Works environmental, health and safety and regulatory compliance methods;
- Applicable laws, regulations and permits ~~affecting the electric utility industry~~, including Environmental Protection Agency, air emissions, clean water and hazardous waste;
- Applicable regulations/standards/policies governed by OSHA, Cal OSHA, EPA, DOT, CPUC;
- Principles and practices of budgeting, communication, contracting, performance standards, records management, and resource management to achieve outcomes and expectations in implementing compliance programs to be consistent with environmental, health, safety, security laws, regulations and permits;
- Modern office equipment, and computer software programs including but not limited to current windows applications, Word, Excel (advanced user) and PowerPoint;
- Effective leadership, supervision, training and project management principles and practices;
- Research methods and statistical analysis; and
- Familiarity with service request management platforms and other applicable technologies to provide oversight and monitoring.

For the Electric Utility Department:

- Applicable regulations/standards/policies governed by FERC, NERC and WECC.

For the Water and Sewer Utilities Department:

## **COMPLIANCE MANAGER (continued)**

- Applicable laws, regulations and permits affecting the water and sewer utility industry, including Environmental Protection Agency, air emissions, and State Water Resources Control Board (SWRCB) – Division of Drinking Water and the City’s Rules and Regulations for Sewers and Sewage Disposal; and
- Principles of water resource planning.

For the Public Works Department:

- Requirements set forth in the Municipal Regional Stormwater NPDES Permit; and
- Applicable laws, regulations and permits including Occupational Health and Safety, Environmental Protection Agency, air resources emissions, clean water and hazardous waste.

Ability to:

- Prepare, analyze and forecast complex sets of data and prepare necessary memorandums, reports, and charts as assigned;
- Identify requirements to ensure a safe, effective and efficient operation of the Electric Utility, Water & Sewer Utilities or Public Works Departments;
- Evaluate situations, identify problems, make logical decisions and follow through on resolution;
- Conduct research and analysis of complex technical issues; evaluate options and make recommendations for action; prepare staff reports and recommendations;
- Manage consultants and contractors to meet contract requirements;
- Interpret Federal, State and local regulations and assess impacts on City departments and the utilities’ or public works customers;
- Communicate clearly and effectively verbally, and in writing, and make presentations to management and regulatory agencies;
- Establish and maintain effective working relationships with those contacted in the course of work including but not limited to supervisors, subordinates and customers;
- Work in a team-based environment and achieve common goals;
- Effectively handle multiple priorities, organize workload and meet strict deadlines; and
- Walk or stand for extended periods of time and bend, stoop, crawl, reach, carry, climb, and lift as necessary to perform assigned duties.

### **SUPERVISION RECEIVED**

Works under the general, direction of the Electric Division Manager in the Electric Utility Department, Director of Water and Sewer Utilities in the Water and Sewer Utilities Department, Deputy Director of Public Works in the Public Works Department, or other manager as assigned.

### **SUPERVISION EXERCISED**

Supervises employees, consultants, contractors and other assigned personnel.

### **OTHER REQUIREMENTS**

- Must be able to perform all of the essential functions of the job.
- May be required to work unusual hours in emergency situations.

### **CONFLICT OF INTEREST**

## **COMPLIANCE MANAGER (continued)**

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

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- Develops and implements incident investigation and reporting programs, and takes appropriate preventive actions;
- Maintains the Material Safety Data Sheet System to ensure it is complete and up-to-date;
- Reviews and revises all pertinent materials for content, comprehension level, and clarity;
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## COMPLIANCE MANAGER (continued)

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For the Public Works Department:

- Manages and directs the City's stormwater inspection and enforcement programs for to ensure compliance with the City's NPDES permit and applicable City ordinances;
- Maintains and reviews the City's stormwater business inspection plan and enforcement response plans;
- Serves as Public Works Department maintenance and operations representative at Project Clearance Committee meetings and on the Central Safety Committee;
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## **COMPLIANCE MANAGER (continued)**

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

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