



Santa Ynez River Water Conservation District, Improvement District #1

ACCEPTING APPLICATIONS FOR REGULATORY SPECIALIST

FILING DEADLINE: FRIDAY, JUNE 29, 2018 - 5:00 P.M.

HUMAN RESOURCES • 3622 SAGUNTO STREET, P.O. BOX 157 • SANTA YNEZ, CA 93460 • (805) 688-6015 • www.syrwd.org

THE POSITION

Under general supervision, participates in regulatory compliance of the District's water supply and service, including source control and cross connection programs using computerized database programs; assists in analysis of water quality samples; works as backup laboratory technician; performs inspections to ensure compliance with Federal and State regulations; and ensures protection of the District's drinking water system. The incumbent prepares plans, permits, documents and correspondence for regulatory agencies and oversees safety, hazardous materials, and related safety programs for District operations. The Regulatory Specialist's primary function is to ensure the District's compliance with regulations governing the operations of water production and distribution.

EXAMPLE OF DUTIES

Duties may include, but are not limited to the following:

- Provides research and monitoring of Federal and State regulations related to water conservation, water quality, and water use affecting the District.
- Assists in preparing environmental and local agency (APCD, SBCoFD, DDW) compliance documentation and records.
- Prepares monthly, quarterly and semi-annual reports related to compliance, training and safety records.
- Provides support to General Manager with functions related to new water service installations, water service compliance with District Rules and Regulations and water conservation programs.
- Assists customers with compliance requirements for water service.
- Tracks employee training requirements and fleet vehicle program compliance and maintenance programs.
- Acts as backup with water laboratory functions performing specialized and complex chemical, bacteriological and physical tests.
- Organizes programs and prepares supporting submittals to regulatory agencies.
- Acts as safety officer for District personnel and oversees District's Safety Program and Emergency Response Plan.
- Recommends maintenance improvements to various operations to ensure compliance.
- Administers safety programs, writes new safety related policies and procedures, conducts safety meetings and maintains required documentation for OSHA and other regulatory agencies.
- Works with regulatory agencies to write and acquire permits and permissions to conduct required work.
- Supervises use of hazardous materials, storage and disposal of hazardous waste and maintains business plans, and other required documentation and permits.
- Oversees contracts that involve environmentally sensitive areas, water releases, hazardous materials or other environmental or safety related work.
- Provides back-up and support for the Manager, Water Resources Manager, and Operations and Maintenance Divisions and performs other duties as required.

KNOWLEDGE OF:

- Water treatment and distribution techniques, water quality regulations and the policies and procedures associated with delivering potable water.
- Basic laboratory testing procedures.
- Codes, laws, principles of public water systems (Title 22) and environmental health.
- State and Federal regulations related to conducting water work in the vicinity of endangered and sensitive species of plants and animals.

- Water distribution and treatment regulations, backflow assembly standards, and regulations enforced by the District.
- State and Federal water quality standards and water supply regulations.
- Customer and public assistance and communication.
- Coordinating work conducted by contractors, vendors and others.
- Writing detailed reports, processing forms and permits, and preparing documentation.
- Training techniques to convey safety information to District staff.
- Accepted safety standards and methods of inspection services.
- Modern office methods, procedures, and equipment including computer systems and related software.
- Proper English usage, spelling, grammar, and punctuation.
- Principles and practices of exemplary customer service.

ABILITY TO:

- Understand public agency policy, rules, regulations and code.
- Read and research technical and legal materials as found in Federal and State regulations.
- Communicate effectively in both oral and written form.
- Read blueprints and technical manuals.
- Interpret complex legal and technical requirements and assist non-technical personnel in regulations concerning cross connection controls, etc.
- Walk or stand for extended periods of time.
- Effectively conduct observations.
- Operate assigned equipment and vehicles.
- Deal with the public effectively.
- Enforce the District's Rules and Regulations.
- Take a proactive approach to problem solving.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Learn the organization, procedures, and operating details of the District.

MINIMUM QUALIFICATIONS

Bachelor's degree in Physical Science, Environmental Science, Engineering or related field, plus three (3) years experience in regulatory monitoring, environmental compliance or related activities.

Possession of a valid California Class C Driver License is required at the time of appointment. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

SALARY: \$4,963.23/mo. to \$6,512.19/mo. + benefits

BENEFITS

- Health, dental and vision insurance available the first day of the month following enrollment. Employee/family coverage paid by the District up to the maximum allotted by Resolution of the Board of Trustees.
- CalPERS is a defined benefit retirement plan that includes a lifetime benefit determined by a set formula (years of service, age at retirement, and final compensation). Employees hired after January 1, 2013 are subject to the Public Employees' Pension Reform Act (PEPRA).
 - New Member (hired on or after 1/1/13 who are new CalPERS members or do not have reciprocity with CalPERS) are enrolled in the 2% at age 62 formula based on the employee's 36 months of highest average annual compensation to a maximum of the annual social security withholding limit. Employees contribute 6.25% of salary towards the employee PERS service contribution cost.
 - Classic Member (hired before January 1, 2013 or who have reciprocity with CalPERS) are enrolled in the 2% at age 55 formula based on the employee's 36 months of highest average annual compensation to a maximum of the annual social security withholding limit.
- The District is also a Social Security participant.
- Voluntary Deferred compensation plan available.

- Disability insurance at a nominal cost to employee on date of hire.
- 10 days vacation accrued each year (vacation accrual can be taken after six months of employment with the District); increases to 20 days after 10 years.
- 13 paid holidays per year.
- Sick leave – 12 days per year.

SELECTION PROCESS

All applicants are required to complete and submit an application packet consisting of an official District application and resume, which must be **received in the District Office by 5:00 p.m., Friday, June 29, 2018.** Applications/flyers are available on the District website at www.syrwd.org, the District Office at 3622 Sagunto Street or by calling (805) 688-6015. Applications may be submitted in person at 3622 Sagunto Street, Santa Ynez, CA, 93460; Mail @ P.O. Box 157, Santa Ynez, CA, 93460; Fax @ (805)688-3078; or Email @ mmartone@syrwd.org. The most qualified candidates will be selected to appear before a panel for an oral interview.

Upon hire, candidate must possess a bank account to accommodate the District's direct deposit for monthly pay.

Upon hire, the candidate must submit a Department of Motor Vehicles printout summarizing their driving record covering the last 30 days from the closing date of this recruitment.

A "no smoking" policy has been adopted in all District facilities to promote a health-based, smoke-free work place as part of the District's commitment to a pollution-free environment.

An Equal Opportunity Employer - Women, minorities and individuals with disabilities are encouraged to apply. Under the Americans with Disabilities Act, persons desiring a reasonable accommodation to participate in the recruitment process may contact the District Office at (805) 688-6015, or, for telecommunications devices for the deaf, call the California Relay Service at 1 (800) 735-2929 prior to the final filing deadline.

The provisions contained in this job flyer do not constitute an expressed or implied contract and any provisions contained herein may be modified or revised without notice.