

**City of Pendleton**

**Job Description**

**Regulatory Specialist**

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| **Department**:  Public Works | **FLSA**:  Non-Exempt |
| **Reports to**:  Public Works Director | **Representation**:  Unrepresented |
| **Pay Range**:  Confidential/Supervisory, Range 5 | **Date**:  April 2020 |

**GENERAL POSITION SUMMARY:** *(Briefly describe why this position exists)*

Regulatory Specialist plans, directs, and performs oversight activities associated with public works compliance as they relate to environmental and safety regulations. Environmental Protection Agency (EPA), Oregon Department of Environmental Quality (DEQ), Oregon Health Authority – Drinking Water Program (OHA-DWP), Oregon Occupation Safety and Health Division (OR-OSHA), and Oregon Water Resources Department (OWRD) are the primary authorities with jurisdiction for compliance and reporting purposes.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.)*

1. Safety Coordinates and develops safety policies and procedures; and conducts safety training and inspections. Serves as member of City Central Safety and Wellness Committee. Assures safety programs are in place for compliance with various regulatory agencies. As necessary, works with committees and others dealing with environmental and regulatory issues on a city-wide basis. Provides oversight and review of confidential/sensitive materials related to drug testing, hearing conservation, commercial driver license (CDL) physical results, respiratory fitness testing, etc. Manages the City Respiratory Protection program and conducts respiratory fitness testing for City employees. Serves, when requested, on City Risk Management Committee. Serves as City point of contact for OR-OSHA and DEQ inquiries and investigations. Provides new employee orientation addressing OR-OSHA policies and procedures, specific public works safety related issues, and City policies and procedures.
2. Water Quality Maintains and coordinates all records and files for water quality testing and monitoring required by the Federal Safe Drinking Water Act (SDWA) and SDWA testing and monitoring under regulatory oversight by the OHA-DWP. Maintains and coordinates all water rights information required by the OWRD. Conducts water quality sampling and testing using field test and lab test equipment.
3. Customer Service Develops, coordinates and updates annual Consumer Confidence Report under OHA-DWP requirements; Aquifer Storage and Recovery Report under requirements of OWRD; and benchmark information along with Water Management and Conservation Plan Report under OWRD requirements. Coordinates other State and Federal water reporting as requested. Coordinates and troubleshoots customer complaints of various types which could include water quality, air quality, sewage spills and hazardous material incidents. Follows up with City customer complaints in writing when necessary. Files reports as required by State or Federal agencies.
4. Cross Connection Coordinates and oversees the City’s Cross Connection Program for conformance with OHA-DWP requirements. Communicates and liaises with all entities that are potentially affected by the City Cross Connection Program which includes City staff, Pendleton public, local irrigation and landscape contractors, plumbing contractors and the media.
5. Accreditation Coordination Serves as staff liaison for Public Works Director in pursuit of American Public Works Association (APWA) best practices accreditation. Responsibilities are to engage department staff in development of standard operating procedures in conformance with current edition APWA Public Works Management Practices Manual.
6. Training Coordinates, manages and maintains training and education files for City Water and Wastewater Operators and other employees as assigned. Coordinates and manages City employee Water and Wastewater Operator continuing education accreditation with Oregon Environmental Services Advisory Council (OESAC), DEQ and OHA-DWP. Conducts regulatory agency compliance training as required.
7. Air Quality Serves as staff liaison on the City Air Quality Commission.  Responsibilities include: being knowledgeable of the underlying ordinance, resolution, by-laws and/or plans that govern the committee; assuring compliance with public meeting laws, including providing public notice of meetings, and ensuring appropriate agendas, minutes and other meeting records are prepared; filling vacancies according to policy; equipping  all new members with appropriate handbooks, by-laws or other information; and providing all necessary support to the board, such as research and analysis, reports, and implementation of decisions. Coordinates and reports the daily air quality forecast for the City of Pendleton. Oversees the wood stove replacement program. Provides air quality education outreach. Serves as air quality Particulate Matter (PM) Program Coordinator for the City of Pendleton. Represents the City at DEQ PM Coordinator meetings.
8. Emergency Planning Manages, coordinates and updates public works emergency response plans. Coordinates public works emergency exercises. Coordinates, develops, and updates public works emergency management policies, plans and procedures. Serves as the City liaison with Umatilla County Local Emergency Planning Committee (LEPC); with Oregon Emergency Management Association (OEMA); and with Oregon Water/Wastewater Agency Response Network (ORWARN).

**IMPORTANT FUNCTIONS:** *(List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.)*

1. Attends City Council meetings, staff meetings, and other meetings as necessary.
2. Attends conferences, seminars, and training as required.
3. Serve as city liaison on city committees or boards as required.
4. Assists with updates to the Water System, Wastewater Collection System, Stormwater System, and Street Utility Master Plans, along with the Wastewater Facilities Plan.
5. Provides development and updates of departmental policies and procedures.
6. Reviews proposed regulations, lobbies, and composes position statements, as necessary.
7. Responsible for managing City-wide contracts as follows:
   1. Hearing testing and evaluation
   2. Fire extinguisher servicing and replacement
   3. Water sample laboratory testing
   4. Safety data sheet management
   5. Safety training
   6. Other contracts as required
8. Provides staff assistance with DEQ required National Pollution Discharge Elimination System (NPDES) permit activities.
9. Manages the City Asbestos Maintenance Program and is responsible for filing and coordinating all DEQ and waste disposal permits.
10. Enters information into IT software for: work orders, time reporting, data collection, inventory, procurement, and other applications related to operation and maintenance activities.
11. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(If the position is in a series, describe what separates this job from the others in the series.)*

This position is distinguished from the other management positions of the Public Works Department by having responsibility for the development of department policies and regulatory reports and policies. Implementation responsibilities may be delegated, but outcomes remain the responsibility of the Regulatory Specialist.

**JOB SPECIFICATIONS:**

1**. Education & Experience:** *(Education and experience requirements are minimum standards.)*

1. Bachelor’s Degree is required. Degree must be in an engineering, environmental, regulatory, or science discipline.
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. *(Check only one box.)*

Less than 12 months

1 – 3 years

3 – 5 years

5 – 8 years

Other

Describe experience: Minimum of two (2) years of experience working with regulations and technical report writing.

1. Any satisfactory equivalent combination of education and experience.

2. **Necessary Knowledge, Skills and Abilities:**

1. Knowledge of regulatory issues of a general nature related to municipal public works.
2. Ability to work efficiently, self-manage and self-start work assignments.
3. Knowledge of City policies, procedures, regulations, and codes related to area of responsibility.
4. Knowledge of safety standards, practices and procedures applicable to area of assignment.
5. Ability to communicate effectively, both verbally and in writing, in English.
6. Ability to work as a team member with varied staff members and personalities.
7. Knowledge of data entry, word processing, and spreadsheets.
8. Ability to maintain records, write technical reports, and accomplish water quality testing with minimal supervision;
9. Ability to read, write and understand English.
10. Ability to establish and maintain good working relationships with fellow employees, property owners, contractors, representatives of other government agencies, and the general public;
11. Ability to work outdoors traversing uneven terrain, lifting, gathering samples, and performing other physical tasks; and
12. Ability to work independently in the absence of direct supervision.
13. Ability to maintain regular and predictable attendance to serve customers/interact with co-workers/supervisor/patrons/clients, etc., attend meetings, training, etc., or other face-to-face job requirements.
14. Ability to work as a team member.
15. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
16. Ability to perform the essential functions of the job.

3. **Special Requirements:**

1. Must possess, or be able to obtain by time of hire, a valid driver’s license.

b)  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

4. **Tools and Equipment Used:** *(List specialized tools or equipment needed to perform tasks.)*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

MS based word-processing, spreadsheet, and/or data base programs

Outlook or other email communication.

Internet and/or social media

Presentation or desktop publishing software

Specialized or custom software

1. Vehicle - Car/pickup/van/SUV

5. **Supervision:**

1. This position does not supervise other staff.
2. This position reports to the Public Works Director. Supervision received is (choose one):

Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

General. Work is assigned more generally with the employee having some autonomy to determine the order or manner in which the work is completed. Policies and procedures exist.

Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

6. **Communications**:

1. Communications are: *(Choose one)*

Primarily with other City staff and/or customers.

Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be: *(Check any that apply)*

Complex

Controversial

Confidential

Have significant impact (affect City services or reputation, or have legal or financial consequences)

7. **Cognitive Functions**: *(Check the one that most closely aligns to position.)*

Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish.

Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.)

Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may determine their own practices and procedures. Routinely engages in autonomous problem-solving.

Responsible for developing programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. May include developing and implementing policies, procedures or regulations.

8. **Problem Solving:** (*Indicate the nature of problems regularly encountered by this position. Check only one box.)*

Most situations are resolved using standard procedures and established guidelines.

Situations are somewhat varied; requires application of specific technical skills and expertise.

Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

9.**Work Environment*:*** *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Work is performed in office setting and outdoors. Outdoor work is required for collection of water quality samples, when investigating environmental-related complaints and review of public works facilities and work sites.
2. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus,
5. Strength Rating (see attached definitions) is: Medium.

f) Hazards include: (*Check all that apply and include the percentage of time exposed to the listed hazard)*

Office environment/no specific or unusual physical or environmental demands.

Work on and around heavy construction equipment **0-20%**

Exposure to toxic elements/hazardous chemicals **0-5%**

Work at heights in excess of 20 feet \_\_\_%

More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) **0-20%**

Exposure to weather or temperature extremes **0-50%**

Isolation **0-50%**

Exposure to light or noise extremes **0-5%**

Regular travel outside the City **0-10%**

Risk of injury  **tripping/driving** **0-20%**

Significant physical exertion required to **perform duties** **0-5%**

Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

g) General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include *(Check all that apply):*

Frequent or regular overtime

Subject to emergency call out

Night shift

When necessary, attend meetings or provide presentations outside the normal general hours.

10. **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

Not applicable  Input  Prepare  Forecast  Monitor  Approve

1. This position has resource accountability for the following level of purchasing: *(Choose one):*

Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high level equipment/assets.

Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted:

Adopted: 1993

Revised: April 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.