**JOB ANNOUNCEMENT**

**Senior Regulatory Compliance Specialist** – Full Time

**General Description**

To support the development, implementation and monitoring of a comprehensive regulatory compliance program that adheres to Federal, State and agency requirements and regulations. Perform senior level program work with a special focus on water quality monitoring and water system regulatory compliance. Coordinate and lead efforts related to data analysis and interpretation, research projects and administration of assigned programs.

**Essential Job Functions:**

* Provide technical expertise, guidance and assistance in the development and maintenance of procedures and guidelines specific to drinking water quality and distribution system regulatory compliance.
* Perform a variety of complex program tasks, including but not limited to, specialized and non-routine sampling and field-testing procedures, coordination of online water quality monitoring and regulatory compliance programs, advanced statistical analyses and data interpretation, assess water treatment processes and evaluate their compliance with governing regulations and develop assigned sub programs and budgets consistent with Program goals.
* Oversee contract administration for assigned specialty program areas, including locating service providers, explaining and preparing scope of service agreements and contracts, reviewing bid submittals and providing technical guidance and direction to assigned individuals or consultants.
* Coordinate with other staff on water transmission and distribution system operations, including special sample events and investigations; make recommendations to improve and optimize system operations.
* Develop and maintain data management systems for use in compliance and system improvement; prepare required statistical or narrative reports and submit necessary monitoring data to appropriate agencies to maintain compliance.
* Organize special studies and research; prepare accurate and complete reports and calculations related to water quality and treatment.
* Prepare reports evaluating the impact of current and proposed regulations on operations and assigned programs.
* Provide technical expertise in the formulation and development of requirements and standards for water quality sampling and testing.
* Provide information and technical assistance to staff, regulatory agencies, and concerned public and private organizations about topics of concern related to water quality, public health and system regulatory compliance, present oral and written presentations at public workshops and events.
* Develop information, outreach and educational materials in coordination with Government Affairs.
* Oversee cross connection program to assess hazard level and determine the appropriate level of protection based on agency requirements.
* Assist with the collection of routine water quality samples to support Program goals and compliance with state and federal regulations.
* Review project plans and documentation with Engineering staff, including maps and drawings, in order to support the protection of water quality through appropriate application of agency requirements.
* Assist in preparation of emergency response plans and hazard mitigation strategies.
* Assist in risk and resiliency planning and related project implementation.
* Respond verbally, in-writing and in-person to both water quality and cross connection related phone calls, emails and website inquiries from customers and other agencies.
* Perform other related duties as assigned.

**Knowledge, Skills and Abilities Required:**

* Advanced knowledge and understanding of federal and state water quality regulations and their relation to public health.
* Advanced knowledge and understanding of microbiological, physical and chemical sampling and testing techniques and methods, and the ability to utilize industry specific testing equipment and related computers applications.
* Knowledge and understanding of hydraulics as they pertain to cross connections in water systems and the related public health impacts.
* Knowledge of computer operations and Microsoft Office.
* Knowledge of safety practices and procedures applicable to the job.
* Knowledge of personnel, administrative, safety, and departmental policies.
* Skill in customer relations and communications, including the ability to effectively and tactfully work with difficult customers and complex customer issues.
* Skill in mechanical operations and the ability to troubleshoot and repair faulty equipment.
* Ability to interpret and analyze water quality data with an understanding of the impacts to public health and regulatory compliance.
* Ability to learn and use multiple features and capabilities of various software applications that support District functions.
* Ability to be trained in confined space entry and other safety procedures applicable to the job
* Ability to review project plans, maps and drawings for compliance with District standards.
* Ability to establish and maintain respectful and harmonious relationships with others both inside and outside the organization.
* Ability to perform effectively in an independent and team environment, as well as display self-motivation skills.
* Ability to communicate effectively both orally and in writing with coworkers, customers, and other agencies.
* Ability to recognize and keep sensitive information confidential.
* Ability to manage records and information in any format, in accordance with applicable statutes, regulations and organizational policy, guidance and records retention schedule.
* Ability to display Sunrise’s vision of delivering the best water, service and value by demonstrating transparency, integrity, accountability, excellence and community.

**Minimum Requirements:**

* Minimum of six (6) years’ experience in water quality or related regulatory compliance field (or 4 years’ experience and an Associate’s Degree in physical science or related field); and
* Oregon Level II Distribution or Treatment Operator Certification; or
* Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities required to perform the work.

**Special Qualifications:**

* Possess a driver’s license valid in the state of Oregon; have and maintain a safe driving record.

**Working Conditions:**

* Have regular and predictable attendance.
* Work for extended periods of time in a stationary position.
* Daily verbal communications both in person and on the telephone.
* Operate, read information and focus on personal computer, telephone, and other related equipment.
* Respond and work, without advanced notice, in times of adverse weather, natural disaster, emergency, or other unusual events as required.
* Work in all types of weather conditions and perform physical tasks that are moderately demanding. Lift up to 25 pounds.
* This is a non-exempt position.

**Compensation and Benefits: Hourly Wage: $42-$55/hour DOQ.**

SWA offers full benefits, including medical, vision and dental coverage, along with participation in the Oregon Public Employees Retirement System (PERS). For more information about benefits, please email recruitment@sunrisewater.com.