

**SILICON VALLEY CLEAN WATER**  
**Job Description**  
**March 2025**

**JOB TITLE: Regulatory Compliance Specialist**

**FLSA: Exempt**

**CLASSIFICATION: Professional**

*Every employee shall serve at the will and pleasure of Silicon Valley Clean Water ("SVCW"). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW.*

**SUMMARY**

Under general direction from the Authority Engineer, the Regulatory Compliance Specialist will provide analytical, technical, and policy support related to SVCW regulatory activities. The individual in this position will represent SVCW with outside entities, including regulatory agencies and professional organizations involved with regulatory and legislative affairs. The individual will be the point person for all regulatory permits under which SVCW operates and will enable SVCW to respond effectively to regulatory requirements. The Regulatory Compliance Specialist will engage and collaborate with staff from other divisions within SVCW and must be familiar with wastewater operations to be effective. While the Regulatory Compliance Specialist will be point person for all regulatory requirements, this individual will work with other staff to achieve end results such as data gathering, sampling and analyses, report writing and submittal.

The Regulatory Compliance Specialist is distinguished from Operations, Laboratory, Engineering and Finance personnel as they are not responsible or accountable for permit compliance, CIP related permits, Laboratory certification or financial compliance regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

*Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*

- Plan, organize, and oversee the regulatory functions of SVCW.
- Manage the agency's National Pollutant Discharge Elimination System (NPDES), Air Compliance Program permits, and all other regulatory permits under which SVCW operates.
- Collaborate with various Divisions within SVCW to obtain data for reporting requirements.
- Stay updated on upcoming and proposed regulatory changes to ensure advance planning can be achieved to meet new requirements.
- Participate in pertinent industry organizations which seek to protect the interests of the wastewater industry and SVCW.
- Establish agency regulatory compliance and related programs and priorities to meet regulatory compliance goals and objectives.
- Coordinate SVCW agency programs with regulatory agencies to ensure agency knowledge and understanding of, and compliance with, applicable regulatory guidelines.
- Represent SVCW and works closely with regulatory agencies and public and private organizations to provide information and technical assistance and to facilitate cooperative and timely resolution of issues and problems.

- Direct the review and analysis of new and changing emergency and regulatory legislation and regulations; coordinates legislative strategy and planning to advance responsible environmental legislation consistent with District operational requirements
- Assist in resolution of critical compliance issues impacting existing and future agency operations.
- Provide comprehensive support to all district work units regarding future, pending, and existing regulatory compliance issues while also supporting interagency response efforts.
- Track, summarize, and analyze developments in regulations related to municipal wastewater.
- Compile, review, and analyze biological, chemical, hydraulic, air emissions and/or other data.
- Review and prepare reports to be submitted to the State Water Resources Control Board, the San Francisco Bay Regional Water Quality Control Board, the United States Environmental Protection Agency, the Bay Area Air Quality Management District, and other regulatory agencies.
- Prepare and deliver presentations to internal and external stakeholders.
- Review and coordinate the work of technical consultants.
- Coordinate and collaborate with other SVCW divisions and departments.
- Develop and implement workplans for special studies as needed for new regulatory requirements.
- Establish and maintain records and regulatory files.
- Perform a variety of other duties as assigned.

## **MINIMUM QUALIFICATIONS**

*The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

### **Knowledge of:**

- Technical competency in the application and interpretation of federal, State and local laws and regulations governing water and wastewater treatment.
- Principles, practices, techniques, and methods related to wastewater conveyance, sampling, analysis, treatment and disposal.
- Principles, practices, and techniques related to regulatory reporting, inspections and enforcement procedures.
- SCADA software, data software (for example Hach WIMS, Titan LIMS), excel or similar tools for data analyses, and experience in analyzing chemical, biological, and/or hydraulic and hydrologic data.

### **Ability to:**

- Work independently; use initiative and independent judgment to effectively organize and prioritize assigned work to meet critical deadlines.
- Ideal candidates will have experience working with municipal agencies, professional organizations, and regulatory agencies on regulatory compliance issues.
- Perform as lead person on regulatory compliance matters.
- Effectively communicate with internal SVCW staff, and external wastewater agency partners and regulators.
- Apply tools to identify trends in operational data.
- Perform root cause analysis.
- Prepare clear and comprehensive reports.
- Plan, organize, and prioritize responsibilities to facilitate timely and accurate project completion.

- Work with accuracy and attention to detail.
- Make presentations to other divisions and organizations.
- Communicate effectively verbally and in writing.

### **Interpersonal Effectiveness**

Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstration of strong two-way communication skills, including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identifying issues and concerns, exploring solutions and implementing improvements.

### **EDUCATION and/or EXPERIENCE**

*Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:*

Any combination of education and experience which has provided the desirable competency which typically requires possession of a Master's degree from an accredited college or university in a scientific or engineering discipline, or related field and several years of progressively responsible experience that includes administering regulatory compliance efforts such as those required to meet permitting, licensing, operation, or maintenance of major wastewater systems.

### **CERTIFICATION and LICENSES**

- Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, walk and climb stairs and ladders. The employee frequently is required to use hands and fingers to handle or feel; reach with hands and arms; and talk and hear in English. The employee will be required to drive to outside meetings. The employee will occasionally be required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee will occasionally be required to work in outdoor and industrial-type environments and amongst active construction sites. The employee is exposed to chemicals, fumes, and odors; occasionally works at heights, and works with and around machinery having moving parts. The employee occasionally works evenings or on weekends. The noise level in the work environment is usually minimal and on occasion moderate to high. Safety is priority while performing all SVCW work tasks.

*Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.*