



EMPLOYMENT OPPORTUNITY COMPLIANCE PROGRAM COORDINATOR

FILING DATE

Immediate opening. Applications will be accepted until filled.

El Toro Water District, in the city of Lake Forest, is seeking a qualified applicant for the position Compliance Program Coordinator in the District's Operations Department.

WORK SCHEDULE

This position is a (9/80) work schedule with nine hour shifts (6:30 a.m. to 4:00 p.m.) from Monday – Thursday and eight hour shifts on Friday (6:30 a.m. to 3:00 p.m.) with every other Friday off.

RESPONSIBILITIES:

The Compliance Program Coordinator is responsible for keeping abreast of applicable legislative and regulatory requirements and coordinating District-wide administrative and operational compliance with local, County, State and Federal rules and industry standards related to water quality, air quality, OCFA/CUPA hazardous material handling/reporting, OSHA safety programs, and the DOT Class A license program. Responsible for organizing District-wide health and safety training programs necessary to ensure that the District is in compliance with applicable Federal, State and local regulations and standards.

REGULATORY

- Plans, manages and coordinates the District's regulatory compliance programs to meet environmental regulations governing air, drinking water, wastewater, recycled water, storm water and groundwater; develop and implement proactive solutions to environmental compliance issues.
- Administers specific incident, monthly, quarterly and annual regulatory compliance tracking, reporting and permit procurement programs with SWRCB Division of Drinking Water, Santa Ana and San Diego Regional Water Quality Control Boards, Orange County Health Department, Cal/OSHA, Orange County Fire Authority, Department of Motor Vehicles, South Coast Air Quality Management district, Office of Emergency Services and the South Orange County Wastewater Authority.
- Prepares and submits routine and special reports internally and externally (not limited too): monthly, quarterly, and annually for water quality, air quality, recycled water program monitoring, industrial storm water permits, wastewater audits and response plans, CUPA programs (Hazardous Materials, Hazardous Waste, Underground Storage Tanks, Aboveground Storage Tank and Cal ARP).
- Coordinates with staff to facilitate and maintains primary responsibility for the timely reporting of Sanitary Sewer Overflows.
- Attends and represents the District at legislative and regulatory meetings and industry seminars and conferences as assigned.
- Stays abreast of changes to applicable Federal, State, County and local codes, rules, ordinances and regulations.
- Establishes and maintains a good working relationship with all health and regulatory agencies.

SAFETY / OSHA

- Serves as the District Safety Officer

- Plans, develops, coordinates and implements the District's safety program and training program in compliance with all applicable Federal, State and local safety regulations and standards.
- Performs administrative duties and special projects related to research, preparation, implementation, on-going record maintenance and monitoring of Local, State and Federally mandated programs such as training, safety, Department of Transportation (DOT), Safety Data Sheets (SDS) Hazardous Material Disclosure, etc.
- Arranges for the resources necessary for the District-wide safety training program. This may include coordinating guest speakers, training materials, video-taped demonstrations, web-based safety training, etc.
- Establishes/maintains primary interface with regulatory agencies such as Cal/OSHA, fire agencies.
- Conducts Cal/OSHA inspections when required and coordinates response to the agency to close out inspection.
- Administers annual employee required physicals and medical respiratory protection program.
- Manages the District Hazardous Materials program and responds to chemical spills/releases.
- Maintains required Cal/OSHA Record Keeping.
- Investigates all work-related accidents. Analyzes cause, prepares accident review report and recommends corrective measures. Maintains accident investigation records.
- Coordinates, recommends and drafts safety and health standards to meet Injury and Illness Prevention Program standards. Updates and maintains the District Injury and Illness Safety Manual.
- Applies technical and professional expertise in the review and evaluation of safety and health legislation and regulations which may impact operations and manages recommendations for appropriate responses to industry and regulatory agencies.
- Leads safety and health compliance audits to ensure compliance with program performance and regulatory requirements.
- Coordinates employee required CPR/AED and First Aid Training.
- Conducts periodic field inspections of work activities to assure compliance with District safety rules, regulations and standards.
- Coordinates and administers the safety incentive program.
- Coordinates and leads the monthly District Safety Committee meetings. Records and distributes agendas, and tracks meeting minutes.

QUALIFICATIONS AND EDUCATION:

- Minimum 2-year degree in Business Administration, Industrial Hygiene, Environmental, Occupational Safety, or related Water/Wastewater fields of education. An undergraduate degree is preferred.
- Technical college level courses in water distribution or treatment desirable.
- Minimum 5 years' experience performing professional level work coordinating and administering applicable water and wastewater technical, legislative and regulatory analysis.
- Experience performing professional level work in the administration of an occupational safety program.
- Must be able to understand and implement CalOSHA regulations.
- Excellent written and verbal communication skills

CERTIFICATION REQUIRED:

- 40-Hr Hazwoper
- Possess or the ability to become a Respiratory Program Administrator
- Possess or the ability to become a Certified Occupational Safety Specialist (COSS)
- Possess a valid California Driver's License

Physical Requirements:

Ability on a regular basis; walk, sit and/or stand for extended periods of time. Regularly required to use hands to finger, handle or feel, reach with hands and arms and talk and hear. On occasion may be required to walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, heavy

equipment, dust, noise and potentially hazardous substances; stoop, kneel, crouch, bend at the waist and neck to stoop, kneel while assessing investigations. Ability to focus vision for close work and adjust at distances. Occasionally lifting and/or moving up to 10 pounds. The noise level is quiet to moderate. On occasion exposure to the outdoor environment and weather conditions may be required.

The specific statements shown in each section of this classification description are not intended to be all inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

SELECTION PROCEDURE

Those applicants whose qualifications most closely match the needs of the position based on experience and training will be invited to participate in the selection process, which may consist of a written test, performance test, oral interview or any combination thereof. The successful candidate will be selected from the list of those determined by the selection process to be among the best qualified. Preliminary reference checks will be done prior to a conditional job offer. Following a conditional job offer, successful candidate will be required to take and pass a physical examination, including a drug and alcohol screen, and a thorough background investigation, including criminal history check, verification of a satisfactory DMV driving record, as well as detailed reference checks and educational and employment verification.

TO APPLY

An El Toro Water District application form must be fully completed. **Resumes will not be accepted in lieu of District application but may be attached.** Applications may be obtained from the ETWD website at www.etwd.com or by applying in person at the District's Main Office at 24251 Los Alisos Blvd., Lake Forest, California, 92630, between 8:00 a.m. and 4:00 p.m. Monday through Thursday. Completed applications may be faxed to: (888) 498-9550 or email to: hrrcruitment@etwd.com.

EMPLOYEE BENEFITS

Retirement: ETWD participates in a 401(k) retirement. ETWD also offers a 457 Deferred Compensation plan. The District contributes a minimum of 9% of gross salary per pay period and, with employee participation, will contribute an additional 7.5%.

Health Insurance: The District provides the choice of an HMO or PPO plan as well as dental insurance, vision insurance and an Employee Assistance Program for full-time employees and their dependents. ETWD also provides medical benefits to qualified employees at retirement.

Life Insurance: Two times annual salary up to a maximum of \$300,000.

Disability Insurance: ETWD provides short and long-term disability coverage.

Long Term Care: ETWD provides Long Term Care insurance.

Vacation: Starts at 80 hours per year; accrual increases after 5 years and beyond

Sick Leave: 96 hours per year

Holidays: 10 days per year (2 are floating)

Service Awards: Gifts for each five-year interval of service

Certification Bonus: Financial recognition for earning specific certifications.