VALLECITOS WATER DISTRICT

RISK MANAGEMENT SUPERVISOR

DEFINITION

Under direction, ensures that the District is in compliance with all federal, state, and local regulations that apply to water and wastewater activities; plans, develops, and participates in regulatory monitoring programs and related projects; oversees risk management for the District including liability and property insurance, employee safety, wellness, and workers' compensation programs; assists with District's security program; supervises staff; and performs related duties as required.

CLASS CHARACTERISTICS

This is a single position supervisory class responsible for regulatory compliance of relevant environmental, public health, and other laws and regulations, risk management for the District including liability and property insurance, employee safety, wellness, and workers' compensation programs, and supervising assigned staff. This position is distinguished from the Administrative Services Manager, which oversees the Information Technology, Human Resources, Risk & Safety, and District administrative/clerical staff.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Plans, assigns, supervises, reviews, and evaluates the work of assigned staff; provides staff training and development; assists in the selection of staff; reviews work for accuracy and compliance with department standards; studies and standardizes procedures to improve department efficiency; participates in necessary disciplinary actions; writes performance appraisals; ensures high level of customer service; provides assistance to staff in resolving problems; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized; and conducts safety meetings;
- Monitors existing water and wastewater public health and environmental regulations and initiates actions for compliance; interprets regulations and explains necessary compliance issues to staff; communicates with regulatory agencies and acts as liaison with all agencies involved;
- Monitors new, proposed, or pending regulations and initiates appropriate actions to ensure compliance; may attend hearings, meetings, and serve on technical committees as District representative before the regulatory agencies and boards such as EPA, Regional Water Quality Control Boards, Air Pollution Control District, and County and State Health Departments; serves as primary technical expert within the District on matters involving regulation; interacts and negotiates with regulatory agencies; and participates in negotiations to establish monitoring programs;
- Coordinates District's disaster preparedness program, including the organization and maintenance of emergency plans, Emergency Operation Center (EOC) preparations and training; acts as District liaison with other local emergency response organizations; responds as a member of the District's HAZMAT team;
▪ Writes, reviews, or assists in the preparation of compliance reports for water, wastewater, biosolids, air quality, and operational facilities; interprets complex health and environmental subjects and provides written or oral explanations to management or public; attends commission, board, or community meetings;
▪ Develops business plans for facilities or assists supervisors with the development of plans as required for hazardous materials storage for the county HAZMAT program; develops and implements contract services for regulatory monitoring and environmental projects; develops professional and regulatory contacts; and establishes a network within government and environmental organizations;
▪ Organizes and prioritizes projects within the District; assists managers and supervisors with technical problems; provides information and assistance in order to maintain compliance with regulations;
▪ Administers the District’s liability and property insurance programs; processes liability and property loss claims; performs risk management functions; administers the workers compensation and return-to-work programs;
▪ Assists security personnel by assessing vulnerabilities and providing recommendations for protecting property, assets and people;
▪ Operates copiers and a variety of office equipment;
▪ Performs duties in a professional manner and works well with others or in a team setting;
▪ Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
▪ Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
▪ Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
▪ Current federal, state, and local regulations affecting water, wastewater, and laboratory facilities including regulatory monitoring and environmental related rules;
▪ Risk management, employee safety, wellness, and worker’s compensation programs;
▪ Principles of disaster preparedness and emergency responses;
▪ Vulnerability assessments techniques and security protocols;
▪ Sources and fate of pollutants and impact of exposure on public or environmental health;
▪ Techniques for measuring and analyzing pollutants;
▪ Handling, storage, and disposal of hazardous materials;

Ability to:
▪ Communicate clearly both orally and in writing;
▪ Read, understand, and communicate complex rules and regulations; assess their impacts; summarize them into reports for a wide audience;
▪ Complete regulatory permit applications;
▪ Negotiate with regulatory policy makers and staff;
▪ Provide guidance on budgets for contract monitoring requirements;
▪ Locate and obtain information on new and proposed regulatory requirements;
▪ Respond to emergency and problem situations effectively;
▪ Understand, explain, and apply policies and procedures;
▪ Establish and maintain effective working relationships;
▪ Exercise sound independent judgment within established policy guidelines;
- Operate a computer and utilize a variety of software programs;
- Deal constructively with conflict and develop effective resolutions;
- Maintain accurate records and files;
- Coordinate multiple projects and meet critical deadlines.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: a Bachelor’s degree from an accredited college or university in environmental sciences, risk management, or a related field and three years of responsible regulatory compliance and/or risk management experience required, with at least one year in a lead role preferred. Experience in a water and/or wastewater utility is highly desirable.

Licenses, Certificates, and Special Requirements

- Possession of, or ability to obtain, a Class C California driver’s license, and a satisfactory driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations 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, stand, walk, use hands and fingers to grasp and feel, reach with hands and arms, talk and hear. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Requires vision abilities sufficient to safely operate a District vehicle and work on a computer.

Environment: Office environment. Less than 10% of time spent outdoors while responding to safety, compliance and environmental issues. This may require the employee to work near moving mechanical parts, heavy construction equipment, and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

I have reviewed this Job Description with my Supervisor and agree with its contents.

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Employee Signature  Date

Supervisor Signature  Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.