

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 10/14/2020

Response Deadline: 10/24/2020

Agency: Water & Sewer	Job Title: Environmental Compliance Manager (PCN 05:11300.1)
Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/>	Bargaining Unit Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Salary: \$ 22.71 - \$ 33.94 per hour
Work Location: 130 High Street, Hamilton, OH	Hours of Work: M-F, 8:00a – 5:00p

Essential Functions:

Compliance: Assists all BCWS sections in the investigation of new regulations; reviews and comments on BCWS operational permits and other rules and regulations related to water, wastewater, air quality, etc.; negotiates with regulatory agencies to secure fair compliance plans and permits for the Department; and assists BCWS sections in the tracking of auditable processes and procedures to ensure compliance with applicable rules and regulations ; leads the BCWS Regulatory Team in the investigation of regulatory compliance issues and in the research, development and implementation of programs to comply with new regulatory requirements; develops, assists and coordinates sampling programs and reporting for compliance with state and federal regulations; acts as a compliance resource for the Water, Wastewater, Industrial Services, Laboratory and Solid Waste District Sections; assists management and staff as needed with implementation of regulatory requirements within BCWS; works with local and/or state technical committees on determining the impact of new or revised rules and resolving regulatory issues; and maintains the E-Man regulatory tracking system to ensure regulatory requirements and projects are completed on time.

Data Management and Reporting: Enters internal and external data into the Industrial Surcharge Spreadsheets and provides quality assurance and quality control services for the Laboratory and Industrial Services sections; prepares and submits compliance reports for meeting state and federal Safe Drinking Water Act requirements; prepares and submits records to the regulatory Team and OEPA as required for OEPA’s Training provider Program; enters internal and external data into spreadsheets and provides quality assurance and quality control for the Water Operations Section; and gathers data and information to create reports for regulatory compliance or projects as needed for other sections.

Laboratory administration: Oversees the management of the laboratory by evaluating work flow; schedules special studies for operations and regulatory compliance; tracks analytical performance, quality assurance, quality control, and turn-around time; oversees electronic data management (LIMS); and oversees section budgeting and planning activities.

Program Activities: Manages the development and implementation of programs and procedures for any BCWS section as needed to ensure compliance with new or existing regulations; participates in the BCWS Security Team and researches, develops and assists with the implementation of security programs and emergency response preparedness; manages BCWS Backflow Program to ensure compliance with state regulations; develops

Emergency Response Plans and writes SOPs as needed for the Water, Laboratory, Industrial Services, Maintenance, and Wastewater Sections; and maintains tracking and reporting documentation for BCWS participation in programs such as OEPA's Backflow and Training Provider Programs, and Ohio WARN.

Staff supervision: Directs employees of the Laboratory, and field administrative support; conducts performance appraisals; recommends discipline, promotion, pay adjustments and other employment events; and schedules and tracks overtime.

Project implementation and liaison: Serves as a liaison between BCWS and Butler County residents, agencies, industries, environmental groups, and the regulatory agencies; answers questions and calls regarding regulatory issues, water quality, BCWS' Backflow and Training Provider Programs, and other environmental programs and issues; provides water quality education; assists in stormwater program compliance and development; and assists in public involvement and education efforts.

Coordinates special projects as directed by the Division Heads; oversees on-going contract for lab services,

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Required Qualifications:

- Bachelor's degree in an environmental sciences field (Masters degree preferred); and
- Training and work experience in the environmental field including specific knowledge of Federal and State of Ohio mandated programs and regulations; or
- Any combination of education, experience and/or training equivalent to the stated minimum qualifications.

Selection Procedure: Resumes and Interviews

Submit Cover Letter and Resume to:

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011

or by email to: resumes@bcOhio.us
(YOU MUST INDICATE JOB TITLE IN SUBJECT LINE.)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the Americans With Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will

evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER