



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-093
PUBLIC WORKS
REGULATORY COMPLIANCE OFFICER

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|----------------------------|-------------------------------|------------------------|-------------------|
| Position Title: | Regulatory Compliance Officer | Pay Level: | \$24.00 – \$36.00 |
| Position Open Date: | 12/13/2024 – Until Filled | Classification: | Non-Exempt |
| Position Status: | Full-Time | Location: | Public Works |
| Supervisor: | Director/Utilities Supervisor | | |

POSITION SUMMARY:

Under general direction of the Utilities Supervisor, implements and coordinates an industrial pretreatment program, and provides regulatory oversight of water and wastewater to assure compliance with environmental regulations at the Pueblo, State and/or Federal levels.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Graduation from an accredited college or university with a minimum of associate degree in the general sciences or a closely related field. A minimum of 2 years of progressively responsible experience with administrative duties and oversight regarding drinking water regulatory issues, environmental issues, and/or water/wastewater laboratory standards, practices, or equipment.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Water sampler certificate (within 1 year of employment)
Water level 1 certificate (within 2 years of employment)

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Strength and mobility to work in a typical office setting; stamina to remain seated for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 20 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

ESSENTIAL FUNCTIONS:

- Provides technical assistance and adherence to compliance in matters concerning possible environmental infringements.
- Regulatory oversight for assigned public drinking water system (PWSs) and conduct regulatory oversight of water system monitoring requirements and results for both regulated and unregulated contaminants.
- Perform sanitary survey inspections of PWS infrastructure and complete inspection reports and all corrective action follow-ups.
- Identify and respond to potential, suspected, or known PWS contamination issues or upsets with the treatment or distribution system.
- Serves as liaison with state and federal regulatory agencies.
- Assists water treatment plant staff on occasion with daily and or weekend routine operations; reviews data, monitors the water distribution system, assists in conducting bacteriological sampling as well as the coordination and sampling under the Lead and Copper Rule and Lead and Copper Rule Improvement Rule.
- Manages and assist the annual mailing of the water distribution Consumer Confidence Report each July 1 and the certification each October 1.
- Manages and issues and drinking water public notices within the required time period and submits necessary certifications to the necessary regulatory agencies.
- Responsible in tracking all submitted samples to respective laboratories and ensuring that results are reported/submitted to the appropriate regulatory agency within the regulatory timeframes.
- Responsible for ensuring that all regulatory documents and records are maintained per the respective records retention dates.
- Water and sewer parts inventory, purchasing, parts acquisitions and monthly usage expense reporting to finance department.
- Training coordination for Public Works staff for CIRSA, CCWP license retention, LTAP and Asbestos Awareness training.
- Coordinates with GIS department on sewer and water map updates.
- Update, monitor and train staff on computerized equipment and programs associated with public works.
- Assist stakeholders in understanding and complying with Pueblo, state, and federal environmental rules and regulations.

ESSENTIAL FUNCTIONS CONT.:

- Participate in sponsored trainings, community outreach and make presentations.
- Contributes to the overall quality and success of the Department's service provision by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Policies and procedures of the Administration and the Department.
- Applicable regulations, policies, and statutes of other governmental agencies.
- The operation of computer equipment, and use of specified computer software applications involving word processing, data entry and/or standard report generation, design, and management of databases or spreadsheet files, and the development of special report formats (ex. MS Office Suite, Adobe Acrobat).
- Business arithmetic, including percentages and decimals.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Customer service and public relations methods and practices.

Skill in:

- Performing technical, specialized, complex, difficult, or basic technical office support work.
- Reading and explaining rules, policies, and procedures.
- Analyzing and resolving varied office administrative problems.
- Organizing, maintaining, and researching office files.
- Composing correspondence independently or from brief instructions.
- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Establishing and maintaining effective working relationships with those contacted in the performance of the work.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024