



ENVIRONMENTAL COMPLIANCE COORDINATOR III

Regulatory Affairs Division

Grade 31 | \$66,914.13 - \$111,620.61*

Open: June, 2022 ▪ **Close:** June 24, 2022

**Starting salary will be between minimum and midpoint in the range*

RESPONSIBILITIES

The **Environmental Compliance Coordinator III** monitors UOSA's regulatory programs to assist with ensuring timely compliance with regulatory obligations. This includes evaluating federal, state, and local regulatory activities that may impact UOSA and the wastewater treatment industry as well as assisting with assessing impacts and developing implementation strategies for complying with regulatory requirements. The ECC III also participates in or oversees regulatory sampling, inspections, and projects, and assists with preparing and implementing a number of compliance programs and developing regulatory documents and various correspondence for internal review and submittal to regulatory agencies. The ECC III is also involved with responding to emergencies, supporting event investigations, and helping other UOSA staff with regulatory compliance issues. As necessary, the ECC III performs other related duties as assigned. Reports to the Regulatory Affairs Director.

EXAMPLES OF WORK: (Illustrative Only)

- Assisting with educating and orienting UOSA staff on existing and proposed regulatory and legislative rulemaking.
- Taking an active role in training UOSA staff on various environmental regulatory programs, requirements, and best practices.
- Working with UOSA staff and external entities to develop economical, efficient, and responsible solutions for compliance with regulatory requirements.
- Assisting with managing the Industrial Pretreatment Program, including reports to VA DEQ, industrial discharge permit application review, new industrial user identification, development and implementation of industrial discharge permits, illicit discharge investigations, site inspections and reports, and requests to discharge unusual materials to the collection system or the Septage Receiving Facility.
- Managing regulatory data and associated spreadsheet databases; providing data to UOSA staff, regulatory agencies, and others as needed.
- Assisting with preparing regulatory reports, program documents, and other regulatory required information.
- Assisting with all new or revised regulatory permitting activities (except for construction-related permits). Coordinates with other UOSA staff in development of strategy, resolution of obstacles and preparation of documentation to support UOSA permitting requirements.
- Helping with monitoring the development of proposed legislation and proposed regulations.
- Participating with other appropriate UOSA staff members in regulatory meetings, technical seminars, committee workshops and other similar activities.
- Participating in projects that will benefit UOSA and industry goals for treating wastewater and residuals most effectively, efficiently, and in compliance with regulatory requirements.



Upper Occoquan Service Authority

Human Resources Department

14631 Compton Road • Centreville, VA 20121

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- Acting as a resource for UOSA Construction Project Managers regarding contractor regulatory issues.
- Coordinating with the UOSA Security Officer, the Safety Officer and engineers as warranted.
- On occasion, acting as a short-term backup for the Safety Officer or Security Officer, as needed.

REQUIREMENTS:

- Bachelor's degree in environmental engineering/science, environmental policy or related field is required. Coursework in engineering, chemistry, biology, environmental science, water resources, environmental laws/regulations or related disciplines is highly preferred. Any equivalent combination of education and training that provides the required knowledge, skills and abilities will be considered.
- Introductory level of knowledge of governmental regulatory agencies such as, but not limited to, the US EPA, VA DEQ, and technical regulatory associations such as, but not limited to NACWA, VAMWA, VWEF, and VA AWWA.
- Effectively oral and written communication. Ability to assist with composing letters, preparing reports, formulating charts and tables, compiling, and analyzing data, presenting information, and developing policies and procedures regarding environmental regulatory requirements.
- Strong business software experience, such as Microsoft Office (Word, Excel, PowerPoint).
- Must be able to be able to handle physical requirements related to industrial and construction sites to include extensive walking, bending, stooping, climbing of stairs and ladders, lifting, and carrying up to 50 pounds.
- Possession of a vehicle operator's license valid in the Commonwealth of Virginia is required.

ADDITIONAL REQUIREMENTS:

Occasionally may work irregular shifts and may be required to travel for conferences. May need to occasionally respond to off hour emergencies. Must be physically able to wear and utilize a respirator. This is not a teleworking position.

The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at good.jobs@uosa.org.

All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: Uosa.org/Careers > [Candidate Profile](#).

Once logged into your profile, click on **Find Jobs** in the upper left-hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.