



## COMPLIANCE MANAGER

### DEFINITION

Under general direction, manages the activities of the Compliance Division; supervises, coordinates and participates in the work of inspection, investigation and evaluation of air pollution sources for compliance with regulations; and performs other duties as required.

### SUPERVISION RECEIVED AND EXERCISED

The **Compliance Manager** receives general direction from the Deputy Air Pollution Control Officer (DAPCO), and exercises general supervision over Compliance Division staff; and may exercise functional and technical direction to others when assisting the Compliance Division on projects.

### CLASS CHARACTERISTICS

This is the supervisory level class in the Air Quality Specialist and Inspector series responsible for managing, supervising, coordinating, and participating in the work of all Compliance Division staff within the District. This class is distinguished from the classification of DAPCO in that the latter is responsible for the overall management of the Engineering, Compliance, and Planning and Air Monitoring Divisions.

### EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the rights 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.*

- Plans, coordinates and evaluates the daily work of subordinate staff engaged in the inspection, investigation and evaluation of air pollution emission sources; evaluates work productivity and effectiveness; provides technical guidance on inspection methods, techniques, procedures, and interpretations of rules and regulations.
- Develops and recommends policies and procedures related to District goals and objectives; coordinates with other staff and managers in meeting District goals and objectives.
- Proposes annual budget for division revenue and expenditures; assists in the management of fee revenue and division expenditures to ensure it meets annual budget targets.
- Develops and revises enforcement procedures and forms; reviews state and federal regulations and ensures District's procedures are in compliance.
- Determines violations for enforcement action; determines and negotiates monetary settlements and settlement conditions; develops and manages prosecution activities related to enforcement; coordinates activities with legal counsel.
- Interviews and makes hiring recommendations; evaluates the performance of subordinates; implements discipline of subordinates; trains subordinates in compliance procedures; provides technical guidance and rule interpretation to subordinates and other technical staff.
- Reviews new or proposed air quality rules for enforceability, develops recommendations on implementation of new rules; coordinates enforcement activities with other regional agencies; attends workshops and conferences on enforcement activities and rule development.
- As needed conducts inspections and surveillance of industrial and commercial facilities; investigates complaints; completes inspection reports.
- Coordinates the activities and work of the Compliance Division with those of other District divisions; advises and consults with management regarding program and policy decisions.
- Trains new inspectors in inspection methods and techniques; reviews and approves staff time sheets and time-off requests.
- Updates and revises inspection schedules; ensures effective and timely deployment of inspectors to active complaints.
- Assists the DAPCO in program development and improvement; develops, implements, and enforces procedures and policies for the Compliance Division.
- Maintains the on-call standby schedule; coordinates after-hours coverage; responds to after-hour calls as necessary.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.



- Performs other duties as assigned.

## **QUALIFICATION GUIDELINES**

### **Education and/or Experience**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education equivalent to the completion of a Bachelor's degree from an accredited college or university with major coursework in engineering, biology, physical sciences, or a related field, three (3) years of experience in air pollution control inspection, and one (1) year in a lead or supervisory capacity or any combination of training and/or experience that could likely provide the desired knowledge and abilities is preferred. Highly related industrial and technical expertise can substitute for college degree on a year for year basis.

### **Knowledge and Abilities**

Knowledge of:

- Principles and practices of project management and work organization.
- Public administration procedures, including personnel practices.
- Budget techniques and practices; best practices for resource evaluation and budget management.
- Principles and concepts of industrial control equipment.
- District rules and standards pertaining to air pollution control.
- Industrial processes and related mechanical, electrical, and chemical systems.
- Investigation procedures.
- Sources, types and characteristics of air contaminants.
- Commercial and industrial safety and hazardous materials practices and procedure.
- Air toxic control measures.
- Applicable federal, state, and local laws, codes, and regulations, including laws, ordinances, and codes related to building construction and zoning.
- Methods and techniques of supervision, training and motivation of assigned staff.
- Methods and techniques of scheduling work assignments.
- Standard office procedures, practices, and equipment.
- Modern office equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Occupational hazards and standard safety practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Research and develop various inspection and complaint investigation methods, techniques, and procedures.
- Prepare complex technical reports.
- Analyze a variety of enforcement related problems and recommend solutions.
- Prepare the assigned work section's budget.
- Plan, organize, train, evaluate, motivate, and direct work of assigned staff.
- Understand, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Respond to issues and concerns from contractors, homeowners, businesses and the community.
- Analyze a complex issue and develop and implement an appropriate response.
- Observe safety principles and work in a safe manner.
- Deal constructively with conflict and developing effective resolutions.

- Make sound decisions within established guidelines.
- Operate an office computer and a variety of word processing, spreadsheet, and specialized software applications to meet District's needs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work, including commercial and industrial sources, and other regulatory agencies.

#### **PHYSICAL ABILITIES**

Must be able to perform the essential functions of the job. This position requires mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Position also requires sitting, prolonged standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision and color vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 50 pounds or less is also required. The nature of the work also requires the incumbent to climb ladders, drive motorized vehicles, work after-hours as required, and perform standby duties.

At times the public can disagree with the requirements of regulatory agencies and may be difficult to work with. This position must be able to handle these types of situations with diplomacy and tact.

#### **WORKING CONDITIONS - ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and occasionally work outdoors in all weather conditions, including wet, hot, and cold with exposure to dust, fumes, diesel, gas and other vapors. Incumbents may be required to wear personal protective equipment based on established safety policy. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

#### **SPECIAL REQUIREMENTS**

- A valid California driver's license for equipment to be operated.
- Safety training as required by the District's Safety Program.
- Visible Emission Evaluation certification is desirable.

**FSLA Status:** Exempt At-Will

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