



Compliance Manager City of Mebane

To Apply

To apply for the Compliance Manager position, please click on the link below.

[Compliance Manager](#)

The City of Mebane is an Equal Opportunity Employer.

Department

Water Resource Recovery Facility

The Opportunity

An employee in this class is responsible for ensuring compliance with City, State, and Federal standards applicable to the City's wastewater treatment plant, certified wastewater laboratory, and approved Industrial Waste Pretreatment Program. Emphasis of the work is on managing and overseeing the City's state certified wastewater laboratory; serving as the compliance officer for the City's National Pollutant Discharge Eliminator System (NPDES) Permit; participating in regulatory and advocacy efforts concerning water quality issues that impact the City; and overseeing local implementation of the Federally mandated Industrial Waste Pretreatment Program that regulates all industrial discharges to the City of Mebane sewer system. The exercise of discretion and judgment is a critical factor in ensuring effective public relations with industry officials. Work is performed under the general supervision of the Wastewater Director and is evaluated on the basis of timely and accurate reporting to State and Federal agencies. This is a supervisory classification and the employee provides technical guidance, direction, and supervision over the pretreatment program and laboratory employees.

Qualifications

Graduation from an accredited college or university with a Bachelor's degree in chemistry, biology, environmental science, or other degree related to the nature of the work and 2-4 years' experience in an environmental-related area, or a combination of equivalent education and experience.

Special Requirements

NC Driver's License

NC Biological Wastewater Operator Grade III Certification or ability to obtain within one year of employment

Class 4 Wastewater Laboratory Analyst certification or ability to obtain within one year of employment

Illustrative Examples of Work

- Plans and supervises the work of laboratory and pretreatment personnel; evaluates work performance of employees; takes or recommends personnel actions from hiring, promotion, and discipline; authorizes leave; interviews applicants for employment and promotions
- Reviews and validates all laboratory data generated by City wastewater lab and contracted commercial labs for inclusion on monthly Discharge Monitoring Reports (DMR) required by Federal and State regulations in the City's NPDES permit.
- Prepares monthly and annual regulatory compliance reports for State and Federal agencies (monthly Discharge Monitoring Reports, annual Federal Biosolids Report, SARA Tier II report), signed and certified under penalty of law by the Director or signatory authority is delegated to Compliance Manager.
- Prepares applications for renewal of permits for the wastewater treatment plant required by State and Federal regulations (NPDES permit application)
- Together with the Water Resources Director, evaluates wastewater regulatory requirements and determines processes and steps to ensure compliance
- Designated as City's WWTP Back-Up Operator in Responsible Charge (BUORC) with state and federal regulatory compliance officials
- Serves as a City representative during State and Federal compliance inspections and/or audits of the Wastewater Treatment Plant
- Serves as the City's Pretreatment Coordinator, who is responsible for administering the local implementation activities of the federally mandated Industrial Waste Pretreatment Program, including but not limited to:
 - The City's Pretreatment Coordinator serves as the City's primary point of contact with State and Federal officials during inspections and audits of the City's Pretreatment Program and serves as primary point of contact for industrial facilities discharging to the City's sewer system.
 - Prepares the Pretreatment Annual Report
 - Schedules and conducts sampling events at industries, the City's wastewater plant, and domestic sewer manholes pursuant to the requirements of the Pretreatment Program
 - Updates/modifies the City's Sewer Use Ordinance including scheduling reviews with the City Legal Department and briefings/presentations before City Council
 - Calculates required Headworks Analysis for the WWTP and updates calculations as required by State and Federal regulations.
 - Determines appropriate local limits for all industrial users based on results of the Headworks Analysis.
 - Updates/modifies Federally required Enforcement Response Plan outlining all enforcement actions taken by the City's Pretreatment Program.

- Reviews industrial user permit applications, writes and issues Significant Industrial User and Industrial User Permits
- Determines sample compliance in accordance to amount permitted per industry; informs industries of sample results and compliance status, issues required enforcement notifications and civil penalties (up to \$25,000 per day per violation) for Industrial User Permit violations.
- Inspects industry facilities on a regular basis; provides interpretation and guidance with state and federal regulations to facility managers to ensure active compliance
- Maintains industrial wastewater survey by checking building permits, water consumption reports, and other records
- Participates in public discussion and meetings of boards and committees as a representative of the City; provides interpretation and basis of laws for pretreatment and compliance issues
- Manages laboratory activities, including but not limited to:
 - Designated as the City's Laboratory Supervisor as defined by State of North Carolina WW/GW Laboratory Certification rules, serves as the City's primary point of contact with State and Federal officials during inspections and audits of the City's certified wastewater laboratory.
 - Schedules and coordinates all sampling requirements for NPDES permit compliance and permit renewal/application requirements
 - Develops and implements policies and corresponding analytical and documentation procedures that will ensure the City's wastewater laboratory maintains State certification for all required parameters
 - Develops, updates, and maintains State required quality assurance/quality control document for the City's WWTP lab.
 - Generates new and updates existing laboratory standard operating procedures (SOPs) in accordance with 40 Code of Federal Regulations Part 136 – EPA approved methods for wastewater analyses.
 - Establishes new testing methods and makes modifications to test procedures as needed
 - Maintains lab safety program
 - Maintains inventory of chemicals, solutions, and lab equipment. Includes ensuring proper disposal of chemicals and reagents and makes purchases as necessary.
 - Conducts lab analyses as required during times of short-staffing or absence of laboratory staff
- Ability to serve as backup plant operator in emergencies
- Performs related work as required

Knowledge, Skills, and Abilities

- Thorough knowledge of state and federal laboratory and industrial pretreatment regulations and compliance requirements for POTW wastewater entities (Publicly Owned Treatment Works) and the National Pretreatment Program and the National Clean Water Act of 1972, and the National Pollution Discharge Elimination System (NPDES)
- Knowledge of the principles of environmental engineering and sciences with emphasis on chemistry including wastewater treatment and laboratory analysis processes and procedures
- Knowledge of the legal basis of pretreatment regulations and implications of non-compliance
- Knowledge of principles and practices of public relations and public speaking
- Ability to plan, supervise, and evaluate the work of others
- Ability to provide information to industry representatives with tact and discretion and apply diplomacy in public relations during frequent contact with industry officials
- Ability to communicate orally and in writing; ability to make public presentations
- Ability to prepare analytical and statistical reports as required by City, state, or federal agencies and maintain files and database information
- Ability to work independently without close supervision

Physical Requirements

Work in this class is medium work requiring exertion of in excess of 50 pounds of force occasionally, and/or in excess of 20 pounds of force frequently, and/or negligible amounts of force constantly to move objects. Employee must have the visual acuity to prepare and analyze data and figures, operate computers, perform extensive reading, and use measurement devices.

Working Conditions

Work is subject to both inside and outside environmental conditions. Employee is subject to hazards, including a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, exposure to chemicals, and atmospheric conditions. Employee is subject to atmospheric and environmental conditions such as fumes, odors, dusts, mists, gases, or poor ventilation, and wastewater effluent.

Compensation

\$44,367-\$68,769, commensurate with experience