SOUTH COAST WATER DISTRICT

ENVIRONMENTAL COMPLIANCE AND EMERGENCY SERVICES COORDINATOR

DEFINITION

The Environmental Compliance and Emergency Services Coordinator provides support to the Environmental, Health, and Safety (EHS) Manager in all activities related to environmental compliance and emergency preparedness, response, and recovery related to the South Coast Water District (SCWD).

Applies for and maintains SCWD facility permit and compliance files for approximately 25 locations. Assists with the development and maintenance of the Continuity of Operations Program (COOP), SCWD/Joint Regional Water Supply (JRWSS) Comprehensive Emergency Response Plan (ERP), and maintains readiness at the District’s multiple Emergency Operations Centers (EOCs). The position is also responsible for coordinating the District Vulnerability Assessment and tracking the After Action Report/Improvement Plan (AAR/IP) items. Maintains compliance with Local, State, and Federal regulations in regards to emergency preparedness; provides highly responsible and complex administrative and operational assistance to the EHS Manager; and performs related work as required. During a natural disaster or other large-scale emergency, this position may be required to respond to emergency calls during non-regularly scheduled work hours, including nights and weekends.

SUPERVISION RECEIVED AND EXERCISED

Reports to the EHS Manager. May act as the EOC Liaison Officer during a real-world disaster. This position works closely with the General Manager, Chief Operations Officer, Assistant Chief Operations Officer for Operations and Maintenance, and other Leadership Team personnel. While the EHS Manager will provide direction on complicated tasks, it is expected this position is a professional level position that requires minimal direction to complete day-to-day operations. The EHS Office is fast-paced and requires the ability to work independently to solve problems. This position does not directly oversee any assigned staff. However, in a real-world emergency this position may be assigned a role, which requires managing personnel.

CLASS CHARACTERISTICS

This single-position classification organizes and oversees day-to-day program administration activities related to the District’s Environmental Compliance and Emergency Preparedness Programs. Responsibilities include the development and oversight of comprehensive programs for emergency preparedness and environmental compliance requiring extensive knowledge of Federal, State, and Local laws. Successful performance of the work requires the ability to coordinate work with that of other District departments and public and regulatory agencies. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines. The position requires attention to detail and accuracy along with effective oral and written communication skills. This class is distinguished from the EHS Manager in that the latter has management responsibility for EHS Office within the Office of the General Manager.

The incumbent ensures that her/his activities are aligned with and support the South Coast Water District’s policies, mission, vision, core values, core strategies, and annual action items as well as performance measures.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

➢ Conducts facility compliance and safety inspections according to pre-arranged checklists, records completed inspections in an electronic database (CMMS), track and correct facility inspection follow-up items. Alerts EHS Manager of any deficiencies immediately.
- Prepares written or statistical reports using computer software (including tables, charts, graphs) to disseminate, interpret, or explain information to SCWD and outside agency staff, facility operations, governmental agencies, customers, and/or the public.
- Researches, develops, prepares, implements and maintains the District’s Emergency Response Plan, Vulnerability Assessment, and supporting documentation such as incident and emergency preparedness specific plans, EOC procedures, Incident Command System (ICS) position checklists, and EOC call-out lists.
- Maintain and test emergency communication systems, including but not limited to: AlertOC, 800 MHz and low-band VHF radios, police scanners, satellite phones, and other forms of emergency communications.
- Collect, compile, analyze and report radio and other communication test data.
- Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
- Provides input in the development and administration of program budgets.
- Serves as a liaison with other District departments, divisions, and outside agencies, such as Orange County Emergency Management Organization (OCEMO) and Water Emergency Response of Orange County (WEROC); attends meetings, as necessary; provides staff support to commissions, committees and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Attend, track, coordinate, and plan emergency preparedness training, drills, and exercises for District Staff on an on-going basis.
- Prepares, maintains, and updates emergency preparedness and compliance program documents, reports, records and files.
- Assists with developing, conducting, and implementing site-specific emergency preparedness plans, compliance documents (e.g. Business Emergency Plans), and safety related inspections.
- Assists with District compliance related to fire and life safety laws, codes and ordinances.
- Confers with a variety of agencies, vendors, subject matter experts, and the public in acquiring information about disaster preparedness, emergency operations and emergency related safety programs; provides information regarding assigned programs.
- Plans, provides for, and/or personally attends emergency management skills trainings to ensure compliance with Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).
- As part of the EOC, provides technical and functional direction to assigned emergency response staff; trains staff on use of tools and equipment, and relevant emergency response precautions.
- Assists in developing work plans, procedures, and schedules, and coordinates personnel, equipment and other resources needed to maintain emergency preparedness; and requests supplies and equipment for work projects.
- Applying for and maintaining federal, state, and local environmental compliance permits.
- Assists the District Safety Specialist with maintaining and tracking employee hardcopy training files, and works within the Target Solutions training tracking software as necessary.
- Ensures safe work methods are being used and makes appropriate use of related safety equipment.
- Investigates non-compliance issues and recommends appropriate action for resolution.
- Attends and actively participates in group meetings related to areas of job performance; stays abreast of new trends and innovations in the field of emergency preparedness and environmental compliance; researches emerging products and enhancements and their applicability to District needs.
- Provides input for staff and General Manager reports related to assigned activities and services; assists with presentations of reports to District Leadership, the Board of Directors, and outside agencies.
- Reviews and performs a variety of studies related to area of expertise.
- Manages contractors for hazardous waste management and emergency preparedness plan preparation on an as-needed basis.
- Performs other duties as assigned.
QUALIFICATIONS:

Knowledge of:
- Federal, State, and local environmental permitting and compliance regulations, including Orange County health Care Agency (OCHCA), California Air Quality Management Board (CARB)/ South Coast Air Quality Management District (SCAQMD), Orange County Fire Authority (OCFA), California Environmental Protection Agency/ Department of Toxic Substance Control (DTSC), State Water Resources Control Board (SWRCB), City of Dana Point, City of San Clemente, and City of Laguna Beach.
- Aboveground and underground storage tank rules, regulations, and best operating practices.
- Have expert knowledge in staffing resources for EOC and ICS positions in compliance with the NIMS and SEMS.
- Principles, practices and procedures related to emergency management, disaster preparedness, emergency operations, and worker health and safety.
- Planning needs and operational procedures for an EOC.
- Needs assessment and evaluation practices as applied to the analysis of programs, policies and operational needs.
- State, Federal, local, and other statues and regulations that affect the District as they pertain to disaster planning, emergency operations procedures, water distribution, wastewater operations, and safety.
- Modern and complex principles and practices of emergency preparedness program development, implementation, and administration.
- Modern principles and practices, technical and legal issues, and research methods of assigned programs.
- Recent developments, current literature and sources of information related to functional areas.
- Practices of researching program issues, evaluating alternatives, making sound recommendations and preparing and writing effective staff reports.
- Operational characteristics of emergency communication systems (e.g. mobile radios, police scanners, and other alternatives).
- Basic principles of supervision, training, and leadership.
- Modern office methods, practices, procedures and equipment.
- Computer applications related to the work, including intermediate to advanced skills required for proficient use of Microsoft Office Suite programs (e.g. Word and Excel) and database applications.
- Research, analysis and reporting methods, techniques and procedures.
- Principles and practices of budget preparation and administration.
- Principles and practices of contract administration, cost control, and budgeting.
- General principles of risk management related to the functions of the assigned area.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with the public.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:
- Develop, read, comprehend, and analyze laws, rules, reports, and related technical and administrative data.
- Develop an emergency operations plan and/ or training program for large-scale disasters in a public works and/ or water distribution environment.
- Administer complex programs in an independent and cooperative manner.
- Provide administrative and professional leadership for the District’s Emergency Response Programs.
- Ability to proof-read materials for clerical, grammar, and spelling accuracy.
- Ability to professionally write, develop and/or revise required emergency planning documents for the District.
- Coordinate with outside agencies as it relates to pre-planning for emergencies and during real-world
disasters.

- Plan, coordinate, and facilitate tabletop/functional/full scale exercises and other SCWD readiness drills.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Analyze, interpret, summarize prepare and present administrative information, written materials and technical data clearly and concisely.
- Interpret, apply and explain complex laws, codes, regulations and ordinances to audiences with a wide variety of backgrounds (e.g. the public, District employees, other departments/agencies, and other emergency preparedness partners).
- Understand, interpret and comply with fire and life safety laws, codes, regulations and ordinances.
- Evaluate and develop improvements in operations, procedures, policies, or methods as they related to emergency preparedness or employee health and safety.
- Recommend and (after approval) implement goals, objectives, and practices for providing effective and efficient services.
- Research, analyze, and evaluate emergency and safety training delivery methods, procedures and techniques.
- Identify and respond to issues and concerns of District Leadership, the Board of Directors, and a variety of professional groups, commissions and committees.
- Effectively represent the District in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Manage programs or contractors within budget and scope and accurately outline scope of work.
- Operate modern office equipment, including computer equipment and software programs.
- Use English correctly and effectively to communicate in person, over the telephone, and in writing (including spelling, grammar, and punctuation).
- Keep accurate records for District compliance and training needs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES
*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five (5) years of increasingly responsible experience in environmental compliance and risk management, emergency response, and program administration in a public works or water distribution environment, or a related field. Prior experience in ICS or EOC structures in a real-world disaster scenario is preferred.

**Education and Training:**

Associate degree in emergency planning/management, water science, environmental science or another related field is required. Completion of ICS 100, 200, 700, and 800 are required.

Advanced college-level coursework or specialized training in environmental science, natural resources, safety management, emergency response, or program administration is highly desirable.

**License or Certificate:**

Possession of a valid California Class C driver license with a good driving record is required.
The following additional licenses or certificates are highly desired:

- California Class A Driver’s License with a tanker endorsement
- California State Water Resources Control Board (SWRCB) certification in water distribution or treatment, and/or certification in wastewater.
- A certificate or other training in hazardous materials management, environmental compliance, safety, and/or emergency management.
- 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Certification

**PHYSICAL DEMANDS**

The position requires both office and field work. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; and to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This job involves field work requiring frequent walking in operational areas to identify problems or hazards. Standing in work areas and walking between work areas may be required. Field work for compliance inspection related purposes is required and may require working outdoors in personal protective equipment, including respiratory protection. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office and field environment with moderate noise levels and controlled temperature conditions, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. May be required to travel to attend meetings via car, bus, or air transportation.

**WORKING CONDITIONS**

Be available on weekends and after hours to assist the EHS Manager in response to declared disasters within either the District or Orange County. As a member of the EOC staff, respond to pre-identified locations during an automatic activation or when requested, for extended work shifts of 12 hours or more. An incumbent must be able to attend evening and weekend meetings and travel to various locations within and outside the SCWD boundaries to meet the program needs of the position. Additionally, an incumbent must respond to emergencies within a reasonable period. In the event of an emergency, the incumbent must be available to perform the duties and responsibilities required of the position.

*The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right 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.*