



# CITY OF SANTA FE

## BDD Regulatory Compliance Officer

**FLSA Status:** *Non-Exempt*  
**Union Status:** *AFSCME*  
**Salary Range:** 111  
**Safety Sensitive:** *Yes*

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### General Definition of Work

The Buckman Direct Diversion (BDD) Regulatory Compliance Officer plans, develops and ensures the execution of all environmental regulatory obligations for the BDD facility in compliance with all federal, state, and local laws, regulations and permits related to the production high quality, compliant drinking water. Assures that the Facility Manager and BDD Board are fully informed of the regulatory compliance requirements for the operation of the facility and coordinates all compliance activities for the BDD facilities.

### Supervision Received

Works under the general supervision of the BDD Facilities Manager.

### Supervision Exercised

The incumbent functions in a **lead** capacity for employees working on a regular assigned basis in a 24/7/365 environment.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.*

### Essential Functions

- Analyzes and interprets laboratory results related to water treatment, quality control and the distribution of potable water.
- Assists with budget preparation.
- Distributes and reviews work performed by assigned employee(s) on a daily basis; approves appropriate usage of leave and/or vacation time for assigned employee(s); schedules or approves daily work; provides general input on employee performance to BDD Facilities Manager; and refers and provides information to BDD Facilities Manager regarding issues or concerns which may result in a disciplinary action on assigned employee(s).
- Develops policies and procedures for and oversees the operation of the BDD water quality laboratory and employees, including the development of sampling and analytical procedures and quality assurance/quality control (QA/QC) programs that lead to laboratory certification.
- Establishes and maintains effective working relationships with federal, state, and local agencies and agents, management, staff, and the public.
- Evaluates operations and activities of the BDD regulatory compliance program; recommends improvements and modifications; assists in the implementation of goals, objectives, policies, and procedures.
- Expertise in functional area and ability to be detail oriented and analytical.
- Identifies improvements to program, eliminating waste.
- Monitors new regulations and legislation to maintain up-to-date regulatory compliance for the BDD. Anticipates required changes and advises the BDD Board and the BDD Facilities Manager.

- Oversees water quality sampling and analysis program.
- Performs complex data analysis, compiles data, and prepares detailed, formal reports related to federal, state, and local regulations related to water quality, water production, water resource management, etc.
- Performs other duties as assigned.
- Plans, develops, organizes, and administers the regulatory compliance program(s) and activities for the BDD facilities.
- Prepares and maintains all official records and files, including correspondence and data files for all permits and regulatory compliance programs.
- Serves as a resource on issues related to plant safety, compliance, and training.
- Trains BDD personnel in federal, state, and local regulations as needed for compliant plant operations.
- Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.
- Develops goals, documents performance, reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities.
- Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation.
- Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.
- Develops work schedules to provide adequate staff coverage and approves leave and timesheets. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.
- Provides performance feedback and formally evaluates the work of employees.
- Conducts hiring interviews and selects candidate(s) for job opening(s).
- Provides reward and recognition for proper and efficient performance.
- Assists staff to achieve performance standards and identifies opportunities for continual improvement and development to performance standards.
- Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.
- Ensures staff is attending training, including safety training on a regular basis.

### Knowledge, Skills, and Abilities

- Extensive knowledge of federal, state and local regulations governing water treatment and distribution processes and regulatory reporting requirements; Safe Drinking Water Act; Emergency Planning and Community Right-to-Know Act; mathematics used to analyze test results and perform statistical analysis of water treatment; general principals and procedures of water analysis; training, motivation and goal-setting techniques and principals; and methods for emergency response to hazardous material spills and leaks.
- Skill in operating laboratory testing equipment, computers, and modern office equipment. Requires strong analytical and organizational skills; attention to detail; critical thinking; applying a multi-disciplinary approach to problem-solving; and interpretation and presentation of numeric data.
- Ability to recognize water treatment problems during analysis of test results; maintain accurate records; assemble data and prepare detailed and accurate reports, graphs and computer printouts; create computer algorithms to perform calculations and analysis of test results; work independently and exercise sound judgment; work in accordance with safety standards under potentially hazardous conditions; communicate clearly and concisely, both orally and in writing; and establish, maintain and foster positive and harmonious working relationships with those contracted in the course of work. Can oversee contracts and contractors. Also requires the ability to plan, coordinate and administer the laboratory safety program; assist in the preparation of budgets; prepare and perform effective presentations; recognize training needs and select appropriate training methods and techniques; and develop and implement recommendations for safe workplace procedures.
- **Attention to Detail** – Ability to be thorough when performing work and conscientious about attending to detail.
- **Coaching** – Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.
- **Conflict Management** – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

- **Customer Service** – Ability to interact with customers in a friendly and professional manner, ability to work to resolve issues quickly and effectively, and is knowledgeable about products and services.
- **Deciding and Initiating Action** – Takes responsibility for actions, projects, and people; makes quick, clear decisions which may include tough choices, after considering risks.
- **Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- **Delivering Results** – Ability to set high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.
- **Interpersonal Skills** – Ability to show understanding, respect, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relate well to different people from varied backgrounds and different situations.
- **Learning** – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
- **Mathematical Reasoning** – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- **Planning and Evaluating** – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.
- **Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
- **Resilience** – Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Skills in computer software/applications/office technology**- Knowledge of modern office practices, procedures, and the use of standard office equipment and machinery.
- **Teaching Others** – Helps others learn through formal or informal methods; provides resources to help teach others; acts as a mentor.
- **Thinking Strategically** – Thinks strategically and promotes best practices and leading-edge ideas.
- **Writing** – Writes in a clear, concise, and organized manner for the intended audience.
- **Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

## Education Requirement

Graduation from an accredited college or university with a bachelor's degree in chemistry, biochemistry, biology, water technology, environmental studies, engineering, or related field. A master's degree in the above listed fields is preferred.

## Experience Requirement

- Six years of progressively responsible experience in the management of environmental regulatory compliance programs, two years of which must include progressively responsible experience in certified laboratory activities and procedures.
- Regulatory compliance management experience in a water or wastewater facility and in the management of a certified water and/or wastewater quality laboratory is preferred.

## Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

## Licensure and Certifications

- Must possess a valid New Mexico Water Sampling Technician Level II Certification or obtain the certification within six months of hire.
- Must possess a valid driver's license upon hire and obtain a City of Santa Fe driving permit within three (3) months of hire.

## **Special Requirements**

- Must pass WorkKeys™ skill assessment as a prerequisite for consideration for interview.
- Must have a reliable means of communication.
- Work may require irregular work hours, late meetings, travel; and individual may be required to respond to in the event of emergency situations.
- Must obtain and maintain a City of Santa Fe driving permit within three (3) months of hire.

## **Physical Requirements**

- Individual hired may be required to climb ladders.
- Majority of work is performed sitting.
- Requires the exertion of up to 50 pounds of force.
- Requires speaking or hearing and using hands to finger, handle or feel, requires sitting, standing, walking, stooping, kneeling, crouching, or crawling, reaching with hands and arms and lifting.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work is strenuous and may require extended periods of walking, standing, lifting, carrying.
- Work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles, and observing general surroundings and activities.

## **Working Environment**

- Work is performed indoors and outdoors, sometimes in inclement weather or slippery surfaces, and in confined spaces.
- Requires exposure to loud noises, vibrations, chemicals (including chlorine), toxic gases and fumes, germs, bacteria and allergens, welding flash, microwaves, sunlight, and oils.
- May be required to use an oxygen monitor in designated areas.
- May be subject to other hazards.
- May be subject to cuts, bruises, punctures, burns, broken bones, insect and/or snake bites.
- Work may require irregular work hours, late meetings, travel, and may be called out to address emergency situations.
- Work occasionally requires exposure to environmental conditions.
- Some travel to off-site locations is required.

## **EEO/ADA Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

## **Veterans' Hiring Initiative**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must

attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

**Applications must be submitted online at:**

<https://cityofsantafenemployees.munisselfservice.com/employmentopportunities/default.aspx>

Resumes will not be accepted in lieu of the city application form unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

**Acknowledgement**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

I have read and understand the above job description. I verify that I meet the requirements and am able to perform the duties and responsibilities on this job description.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature