

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 6/10/2024

Response Deadline: until filled

Agency: Water & Sewer Department	Job Title: Regulatory Compliance Superintendent
Classified: <input checked="" type="checkbox"/> Unclassified: <input type="checkbox"/>	Bargaining Unit: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Salary: \$75,719.90 - \$107,586.34
Work Location: LeSourdsville WRF	Hours of Work: M-F, 7:00 a.m.–3:30 p.m.

ESSENTIAL FUNCTIONS:

- 1) **Regulatory compliance, 25% of the time** Assist all BCWS sections in the investigation of new regulations; review and comment on BCWS operational permits and other rules and regulations related to water, wastewater, air quality, etc.; negotiate with regulatory agencies to secure fair compliance plans and permits for the Department; and assist BCWS sections in the tracking of auditable processes and procedures to ensure compliance with applicable rules and regulations.
- 2) **Pretreatment program administration, 20% of the time** Assist Operations Division Head in the administration of the Department’s Approved Pretreatment Program by tracking promulgation of new categorical standards, responding to changes in the county’s NPDES permits, updating local discharge limits, enforcing all provisions of the Department’s Sewer Use Rule, FOG Control Rule and Enforcement Response Plan, providing liaison activities with the county’s permitted industries, and helping manage BCWS’ electronic compliance tracking database; act as regulatory resource to the Industrial Services staff; oversee section budgeting and planning activities.
- 3) **Laboratory administration, 15% of the time** Oversee the management of the laboratory by evaluating workflow; schedule special studies for operations and regulatory compliance; track analytical performance, quality assurance, quality control, and turn-around time; oversee electronic data management (LIMS); oversee section budgeting and planning activities.
- 4) **Staff supervision, 15% of the time** Direct employees of the Laboratory, Industrial Services, and field administrative support; conduct performance appraisals; recommends discipline, promotion, pay adjustments and other employment events; schedule and track overtime.
- 5) **Project implementation and liaison, 10% of the time** Answer questions and calls from the community regarding various environmental issues; serve as a liaison between Butler County residents, industries, environmental groups, and regulatory agencies; provide water quality education; assist in stormwater program compliance and development; assist in public involvement and education efforts.
- 6) **Coordinates special projects, 10% of the time** As directed by the Division Heads oversee on-going contracts for industrial sampling and analysis, contract lab services, landfill services, sludge disposal, grit removal and all treatment chemicals, etc.; oversee operational activities at Woodsdale Landfill and the LeSourdsville WRF fuel systems.
- 7) **Other Duties and Responsibilities, 5% of the time** Occasionally coordinate activity between contractors and other Department sections and perform other duties as required. Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

QUALIFICATIONS:

- Bachelor’s degree in an environmental sciences field (Master’s degree preferred); and
- Training and work experience in the environmental field including specific knowledge of Federal and State of Ohio mandated programs and regulations; or
- Any combination of education, experience and/or training equivalent to the stated minimum qualifications.

PHYSICAL REQUIREMENTS:

The Regulatory Superintendent works primarily in an office environment with periodic trips to field locations. Must be able to produce effective, clear, written correspondence and comprehend written material and verbal communication on a prompt basis, with or without reasonable accommodation.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of budgeting; database management; government structure and process; safety practices and procedures; EPA laws and/or regulations; agency goals and objectives*; agency policies and procedures*; Occupational Safety and Health Administration rules and regulations; water treatment plant operating procedures*; wastewater treatment plant operating procedures*; water treatment regulations; wastewater treatment regulations; public relations; media relations; lab procedures; supervisory principles and practices.

Skill in use of office equipment.

Ability to interpret extensive variety of technical material in books, journals, and manuals; deal with variety of variables within somewhat unfamiliar context; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret and apply laws, rules, or regulations to specific situations; calculate fractions, decimals and percentages; complete routine forms; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships.

SELECTION PROCEDURE: Resumes and Interviews

SUBMIT COVER LETTER AND RESUME TO: resumes@bcOhio.gov (indicate job title in subject line)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the Americans With Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER