



# Santa Ynez River Water Conservation District, Improvement District No.1

## ACCEPTING APPLICATIONS FOR **REGULATORY SPECIALIST** Full-Time Non-Exempt Position

**FILING DEADLINE: Open Until Filled**

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**SALARY:** \$5,471.79/mo. - \$7,179.46/mo. plus benefits package

### **THE POSITION**

Under general supervision, participates in variety of regulatory matters relating to the District's water supply and service, including but not limited to source control, cross connection programs, and water quality monitoring and reporting; inspections to ensure compliance with state and federal regulations; preparing plans, permits, documents, and correspondence for regulatory agencies; administering safety, hazardous materials, and related programs for District operations; and processing water service applications in accordance with the District's Rules and Regulations and other applicable codes, regulations, and policy.

### **EXAMPLE OF DUTIES:**

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

- Provides research and monitoring of state and federal laws and regulations related to water supply, water conservation, water quality, and water system operations.
- Assists in preparing various environmental and local agency permitting and compliance documents and records.
- Prepares monthly, quarterly, and semi-annual reports related to compliance, training, and safety records.
- Provides ongoing support to District management and office/field personnel relating to new water service applications, installations, compliance with District Rules and Regulations, and water conservation programs.
- Assists customers with applications and requirements for new and expanded water service.
- Tracks employee training requirements and fleet vehicle program compliance and maintenance programs.
- Organizes programs and prepares supporting submittals to regulatory agencies.
- Assists in administration and documentation of District's Safety Program and Emergency Response Plan.
- Works with regulatory agencies to prepare and acquire permits and authorizations for District activities.
- Assists in administering District protocols for the use of hazardous materials, storage and disposal of hazardous substances, and maintenance of business plans and other required documentation and permits.

### **KNOWLEDGE OF:**

- Water resources planning, water treatment and distribution techniques, water quality regulations, cross connection controls, and policies and procedures related to potable water service.
- Laws, regulations, and principles of public water systems and environmental compliance.
- Rules and Regulations adopted by the District.
- State and federal water quality standards and water supply regulations.
- Customer assistance and communication.
- Documenting work conducted by contractors, vendors, and others.
- Writing detailed reports, processing forms, permits, and applications, and preparing official documentation and correspondence.
- Training techniques and standards for public agency safety programs.
- Operating office equipment, including but not limited to computer systems and related software.
- Exemplary spelling, grammar, and punctuation.
- Principles and practices of high-level customer service and general public relations.

## **ABILITY TO:**

- Understand public agency laws, regulations, rules, and policies.
- Read, research, and understand technical and legal/regulatory materials.
- Communicate effectively in both oral and written form.
- Read construction plans, water demand calculations, and technical details regarding water service matters.
- Understand and implement the District's Rules and Regulations.
- Walk and/or stand for extended periods of time.
- Operate assigned equipment and vehicles.
- Effectively work and collaborate with customers and the public at large.
- Proactively engage in problem solving.
- Establish and maintain effective working relationships with all District personnel, outside agencies, consultants, contractors, subcontractors, vendors, and others involved in District business.

## **MINIMUM QUALIFICATIONS:**

Education: Completion of college level educational training or Bachelor's degree in physical or environmental Science, engineering, water resources, environmental planning, or related field.

Experience: Three (3) years experience in regulatory monitoring, environmental compliance, or related activities.

Driver License: Possession of a valid California Class C Driver License is required at the time of hire. Possession and proof of a good driving record without multiple or serious traffic violations or accidents for at least two (2) years duration. A candidate's driving record cannot contribute to an increase in the District's automobile insurance rates.

## **BENEFITS:**

- Health, dental, and vision insurance available the first day of the month following enrollment. Employee/family coverage paid by the District up to the maximum allotted by Resolution of the Board of Trustees.
- CalPERS is a defined benefit retirement plan that includes a lifetime benefit determined by a set formula (years of service, age at retirement, and final compensation). An employee who becomes a "**new**" member of CalPERS for the first time on or after **January 1, 2013** (and who was not a member of another California public retirement system prior to that date) will be enrolled in the CalPERS 2% @ 62 benefit formula (with Social Security) with three-year final compensation in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA). Employees contribute 7.25% of salary towards the employee CalPERS service contribution cost.
- An employee who is a "**classic**" member of CalPERS hired before January 1, 2013 or who has reciprocity with CalPERS or who has less than a six month break in service between employment in a CalPERS (or reciprocal) agency will be enrolled in the 2% at age 55 formula based on the employee's 36 months of highest average annual compensation to a maximum of the annual social security withholding limit.
- The District participates in Social Security.
- Voluntary deferred compensation plan available.
- Disability insurance at a nominal cost to employee on date of hire.
- 10 days vacation accrued each year (vacation accrual can be taken after six months of employment with the District); increases to 20 days after 10 years.
- 12 paid holidays per year.
- 12 days sick leave per year.

## **SELECTION PROCESS**

All applicants are required to complete and submit an application packet consisting of an official District application and resume stapled in the upper left-hand corner. Applications are available on the District website at [www.syrwd.org](http://www.syrwd.org), the District Office at 3622 Sagunto Street, or by calling (805) 688-6015. **Applications may be submitted in person at 3622 Sagunto Street, Santa Ynez, CA, 93460; Mail @ P.O. Box 157, Santa Ynez, CA, 93460; Fax @ (805) 688-3078; or Email @ mmartone@syrwd.org** The most qualified candidates will be selected to appear for an interview.

*Upon hire, the employee must possess a bank account to accommodate the District's direct deposit for monthly pay. Upon hire, the employee must submit a Department of Motor Vehicles printout summarizing their driving record covering the last 30 days from the closing date of this recruitment. The District maintains a "no smoking" environment for all District facilities to promote a health-based, smoke-free work place as part of the District's commitment to a pollution-free environment • An Equal Opportunity Employer - Women, minorities, and individuals with disabilities are encouraged to apply • Under the Americans with Disabilities Act, persons desiring a reasonable accommodation to compete in the recruitment process may contact the District Office at (805) 688-6015, or, for telecommunications devices for the hearing impaired, call the California Relay Service at 1 (800) 735-2929 prior to the final filing deadline • The provisions contained in this job flyer do not constitute an express or implied contract and any provisions contained herein may be modified or revised without notice.*