



Regulatory Compliance Specialist

Opening Date: November 7, 2024

Salary Range: \$27.699 - \$35.355/hour

Closing Date: Open Until Filled

The City of Walla Walla offers a comprehensive benefits package including medical, vision, and dental health insurance. City paid \$50,000 Life/Accidental Death & Dismemberment insurance plus voluntary Life and Long-Term Disability. Washington State Public Employees Retirement Program (PERS) II/III. City match up to 3.5% of base salary for deferred compensation (457(b)). 3% bilingual Spanish premium. Generous vacation leave, sick leave, and eleven (11) paid holidays plus 32 hours floating holidays annually.

NATURE OF POSITION:

Administer regulatory compliance of City's cross connection control program (drinking water); fats, oils, and grease program (wastewater); and provide regulatory support and assistance for the City's stormwater utility and wastewater industrial pretreatment program as required.

REQUIRED MINIMUM QUALIFICATIONS:

High school diploma or equivalent; minimum of six years progressively responsible experience in cross connection control, Water Distribution, Water Treatment, Wastewater pretreatment, water, or wastewater regulatory compliance, and/or related field; or an equivalent combination of education and experience that demonstrates possession of the required knowledge and skills. Valid State driver's license and proof of good driving record. Ability to obtain within one (1) year of hire State of Washington Department of Health Cross Connection Specialist certification & Backflow Assembly Tester certification.

DESIRED QUALIFICATIONS:

Bilingual in Spanish; State of Washington Department of Health Water Distribution Manager I certification.

APPLICATION AND SELECTION PROCEDURE:

A completed City application and resume are required to apply. Applications are available on the Human Resources page of the City of Walla Walla website: <https://wallawallawa.gov>.

Special application requirements include:

- 3-year driver's abstract available from the Department of Motor Licensing is required to apply.

Applicants whose experience most closely meets the requirements of the position will be invited to continue in the selection process which will consist of an oral panel interview, reference inquiries and may include a criminal background check. Completed application packages can be mailed, emailed or faxed to:

CITY OF WALLA WALLA-HR

15 N. Third Avenue

Walla Walla, WA 99362

Email to hr@wallawallawa.gov or faxed to (509) 524-7935.

REASONABLE ACCOMMODATION:

The City of Walla Walla will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

JOB DESCRIPTIONS:

To obtain a copy of the full job description and class specification for this position, please contact us at: hr@wallawallawa.gov or 509.527.4475.



NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

THE CITY OF WALLA WALLA COMPLIES WITH TITLE VI, ADA, AND OTHER APPLICABLE FEDERAL CIVIL RIGHTS LAWS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, DISABILITY, RELIGION, VETERAN STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, OR SEX IN EMPLOYMENT OR THE PROVISION OF SERVICES.

EQUAL OPPORTUNITY EMPLOYER / MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.

SUPERVISION RECEIVED:

Supervision is provided by the City's Environmental Engineer (or designee).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Employees of the City of Walla Walla are expected to model and foster the City's core values:
Service - Integrity – Collaboration – Equity - Leadership – Community
2. Administer assigned regulatory programs to ensure compliance with local, state, and federal requirements/regulations.
3. Investigate complaints of unusual discharges or odors in the wastewater, water, and/or stormwater systems.
4. Perform sample testing as required.
5. Develop schedules and conduct routine inspections.
6. Prepare correspondence, enforcement, and follow-up letters; monitor compliance; and prepare and submit reports.
7. Assist with the industrial pretreatment program related to discharge permits, inspections, sampling, investigations, and regulatory compliance.
8. Review and comment on construction plans; perform inspections.
9. Maintain electronic records in a comprehensive computer database.
10. Work with property owners and businesses to determine compliance requirements, violations, corrective measures, and enforcement actions.
11. Coordinate and communicate findings of inspections and enforcement activities.
12. Provide consultation and assistance to City departments and private sector customers regarding installation requirements including troubleshooting, maintenance and repair. Attend appropriate meetings as required.

OTHER JOB FUNCTIONS:

1. Demonstrate punctual, regular, and reliable attendance which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects, and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions, and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.

6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Applicable federal, state, and local laws, codes and regulations related to cross connection control; fats, oils, and grease; industrial pretreatment; and stormwater management.
- Knowledge of drinking water, wastewater, and stormwater systems.
- Knowledge of hazards and standard safe work precautions; safety measures related to excavation, trenches and confined spaces; precautions related to work on or near a traffic right-of-way.
- Ability to coordinate logistics and navigate the layout of systems using plans, maps, and GIS; read and interpret operational and technical manuals, drawings, and diagrams.
- Familiar with business management principles and able to perform administrative work including record keeping, reporting, and budget control, familiar with modern office procedures, methods, computers, and standard office equipment operations.
- Understand and use software programs (e.g., Word, Outlook, Excel, etc.), databases (e.g. Utility Cloud) and Computer Maintenance Management Systems.
- Demonstrate excellent communication and interpersonal skills including tact, patience, courtesy, respect, responsiveness, understanding and fairness.
- Ability to diagnose and troubleshoot problems; independently perform difficult and complex tasks; demonstrate enthusiasm for continuous improvement and attentiveness to detail.

TOOLS AND EQUIPMENT USED:

A variety of hand tools, power tools and specialized equipment used for sampling, monitoring, and testing drinking water, wastewater, and stormwater systems. A variety of electronic devices and sensitive equipment such as wastewater samplers, atmospheric testers, and GPS recording devices. Standard office equipment such as desktop and laptop computers, copiers, scanners, and phones.

PHYSICAL DEMANDS:

Walking, standing, bending, or crouching or kneeling down for extended periods of time; walking over uneven and/or steep surfaces; climbing ladders; dexterity of hands and fingers to operate specialized equipment and execute repetitive hand movements; sitting for extended periods of time; seeing and hearing to identify information; speaking and writing to exchange information; pushing, pulling and lifting up to 20 pounds; operating assigned equipment and vehicles.

WORK ENVIRONMENT:

Outdoor work environment exposed to seasonal conditions and inclement weather, including driving a vehicle to conduct work in all weather conditions. Work may be performed around and within the proximity of moving objects including vehicles and related traffic hazards; excavations and confined space; dissatisfied or aggressive individuals.