

**COMPLIANCE OFFICER**

<b>Department:</b>	<b>Administration</b>	<b>Location:</b>	<b>Administrative Office/Field</b>
<b>Grade:</b>	<b>15</b>	<b>Date:</b>	<b>7.1.2017</b>

**DEFINITION:**

Administrative and professional work in quality assurance, internal auditing, and monitoring and enforcing compliance with the Solid Waste Management Ordinance.

**DISTINGUISHING CHARACTERISTICS:**

Manages the quality assurance, enforcement, safety, and internal compliance programs.

Performs duties requiring the exercise of considerable independent judgment in monitoring and enforcing compliance with CSWD, local, state, and federal laws and regulations.

Errors or omissions in policy formulation and analyses could result in higher costs and damage to the district's image and public trust, errors could result in project delays; large fines and potential danger to human health and the environment.

Has regular access to confidential information on businesses, institutions, haulers, and solid waste facilities relating to compliance status and enforcement investigations as well as personnel records.

Part of work is in the field at private and CSWD solid waste facilities, haulers' offices, and at waste generator sites. The remainder of work is undertaken at the Administrative Office.

**SUPERVISORY CHARACTERISTICS:**

Works under the general management guidance of the Executive Director. Supervises one employee.

**EXAMPLES OF WORK PERFORMED:**

**Quality Assurance Program**

Manages the quality assurance program to assure that all District programs and facilities operate in conformance with all applicable permits, rules, and regulations. Modifies program as necessary to delineate facility operating procedures, personnel requirements, and areas of responsibility.

Develops database of permit requirement deadlines and completion dates for facility managers to utilize.

Assures program and facility managers are operating in conformance with all permits as well as state, local, and federal regulations.

Maintains original copies of all permits and approvals for all facilities.

Provides advice on policies, procedures, and laws to ensure that operations meet state and federal requirements and interpretations are consistent.

Maintains regular contact with local, state and federal agencies and officials and facility managers.

Monitors regulations that are relevant to CSWD and advises managers on compliance.

Evaluates reports and permits and confers with management personnel to ensure program budgets include expenses necessary for permit compliance.

Inspects facilities and provides recommendations on suggested capital and operational improvements.

Reviews reports submitted to state and federal agencies.

Advises managers on compliance with local, regional, state, and federal regulations.

Reviews internal policies and recommends amendments.

Serves as CSWD liaison with the Vermont League of Cities and Towns.

Evaluates and recommends purchase of property and casualty insurance, which will include measuring and managing insurable or hazard risks, developing reports and plans, and analyzing risk/insurance problems and defining and/or overseeing the implementation of the risk solutions that help optimize operations.

Manages the review of CSWD facility security camera tapes.

Manages periodic pricing spot checks at Drop-Off Centers.

### **Solid Waste Management Ordinance Enforcement**

Oversees issuance of Hauler, Processor, Transfer/Disposal Facility, and Scale Licenses. Monitors and enforces compliance with License conditions.

Investigates reports and documents evidence of Ordinance violations by residents, businesses, institutions, haulers, and solid waste facilities. Issues notifications of violation and coordinates hearings and enforcements of final orders as required. Prepares evidence on enforcement cases and testifies on behalf of CSWD at hearings and in court.

Drafts amendments to the Solid Waste Management Ordinance as needed. Coordinates amendment process.

Provides information, technical assistance, and materials to haulers, businesses, institutions, and residents regarding compliant waste management.

Advises member municipalities on illegal disposal enforcement options.

### **Safety**

Prepares and oversees annual budget for Safety and Quality Assurance program.

Serves as chair for the District safety committee and coordinates and facilitates meetings and other activities.

Formulates general safety policies and procedures to be followed by District personnel to comply with local, state and Federal Occupational Safety and Health Administration (OSHA) rules and regulations.

Inspects facilities and reports to facility managers the potential accident and health hazards or VOSHA violations and recommends corrective or preventive measures.

Devises, supervises, coordinates and in some cases delivers training programs which will increase proficiency in safe practices and promote safety consciousness. Assures employees have proper up-to-date safety training and medical examinations. Documents and maintains training records.

Provides technical assistance to department heads and facility managers on VOSHA regulations and compliance.

Participates in the investigation of accidents and injuries and cooperates in the preparation of material and evidence of organization use in hearings, lawsuits, and insurance investigations.

Confers with management personnel to ensure program budgets include expenses necessary for safety compliance. Represents the organization with regulatory officials and in community or industry safety groups and programs.

Assists other managers in implementing safety procedures.

### **General**

Develops, initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program.

Consults with District's attorney as needed to resolve difficult legal compliance issues.

Manages contracts with enforcement officials and consultants as required.

Prepares and oversees annual budget.

5/15/2017 9:31 AM

Records and compiles data on compliance actions.

Prepares reports as necessary; appears before the Board of Commissioners and committees as required.

Must adhere to District safety programs and policies.

Performs all other related work as assigned.

**ESSENTIAL DUTIES:**

Ability to interact with haulers, businesses, institutions, solid waste facility staff, and the general public with tact, persuasion, understanding, and patience in order to obtain a commitment to compliance.

Ability to work independently.

Ability to function under pressure and meet deadlines while maintaining a cheerful and helpful attitude.

**WORKING CONDITIONS:**

Good working conditions with exposure to unpleasant elements when working outdoors and at disposal facilities.

Duties require occasional light to moderate physical effort and present occasional risk of minor injuries.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of the principles and practices of solid waste management.

Working knowledge of local, state and Federal Occupational Safety and Health Administration (OSHA) rules and regulations.

Working knowledge of compliance with state and federal regulations concerning operations of solid waste facilities.

Familiarity with local, regional, state, and federal regulations pertaining to solid and hazardous waste.

Planning and organizational skills.

Ability to develop and maintain effective working relationships with local and state officials, solid waste haulers, other Vermont solid waste district personnel, businesses, and institutions.

Two years' experience supervising employees.

Ability to understand and interpret laws and regulations.

Ability to interact with violators utilizing diplomacy, discretion, persuasiveness, and resourcefulness.

High level of both oral and written communication skills and attention to detail.

Working knowledge of word-processing, spreadsheet, database management, and accounting computer applications.

Valid Vermont driver's license and access to vehicle.

**RECOMMENDED QUALIFICATIONS:**

Bachelor's degree in Environmental Science, Environmental Law or Engineering, Occupational Safety & Health or related field with **minimum five years experience in solid waste management**, including knowledge of regulations or any equivalent combination of education and experience.