

## **DEPARTMENT OF NATURAL RESOURCES**

### **POSITION DESCRIPTION**

**Working Title:** Public Water Supply Compliance Specialist - Entry

**Classification:** Water Supply Specialist

**Work Location:** NOR and WCR- TBD

#### **POSITION SUMMARY:**

This position is responsible for implementing the Department's public water supply program within a defined geographical area. This position functions as a Safe Drinking Water Act (SDWA) compliance and enforcement specialist. This position ensures regulatory and policy compliance is consistent with program-wide goals and objectives. This position establishes guidance, monitors, evaluates, and ensures implementation of public drinking water compliance policies by coordinating with other regional program staff, central office staff, other staff experts, and the supervisor. This position provides compliance review of highly complex reports and applications and monitors statewide implementation of the Drinking Water System. This position provides guidance to other department staff to investigate and enforce violations of reporting and sampling requirements. This position requires continual contacts with customers that are business representatives, labs, a variety of government agencies and entities, and the public regarding public water supply issues. This position is responsible for primary enforcement activities to ensure the safety of public health.

The emphasis is in developing skills in working with and/or understanding the program, public water system types and the different regulatory requirements for the different system types, and the mechanics of the program and the job duties; and developing an understanding of and applying the statutes, rules, regulations, administrative code and standards required in the program area such as knowledge of compliance and enforcement principles, methods to achieve compliance, and reporting requirements and troubleshooting reporting issues.

#### **GEOGRAPHIC SCOPE AND TRAVEL REQUIREMENTS:**

This position is in the Public Water Supply Program of the Bureau of Drinking Water and Groundwater and is based in a regional field office. Travel within the selected region and statewide for compliance meetings and public water program implementation is occasionally required. Some telework may be available for this position.

#### **SCOPE OF AUTHORITY:**

This position works under close supervision of the regional Public Water Supply Field Supervisor in the Bureau of Drinking Water and Groundwater. This position works with department staff, contractors, and other agencies under the supervision of senior staff. This position is non-supervisory. This position provides assistance to meet statewide compliance priorities. This position does not have final approval authority for plans, specifications or legal decisions related to the public water supply program.

#### **GOALS AND TASKS:**

##### **55% A. Compliance and Enforcement of SDWA, RTCR, and GWR**

1. Analyze and interpret all bacteriological results to identify all Maximum Contaminant Level (MCL) violations and determine result accuracy and compliance with the assistance of senior staff.
2. If bacteriological results are positive, contact the Public Water System (PWS) and provide compliance assistance on follow up sampling, boil water notices or other public notice requirements.

3. Coordinate follow up actions with the DNR Representative (Rep) and other local/state agencies (such as the County Contractor, Department of Health or the Department of Ag/Trade/Consumer Protection) to protect public health.
4. Under the supervisor of senior staff, identify SDWA violations and initiate primary enforcement by sending Notice of Noncompliance (NON) letters for Maximum Contaminant Level (MCL) violations, Monitoring/Reporting (M/R) violations, and Public Notice violations.
5. Code violation actions into the Drinking Water System to show compliance with federal SDWA standards and EPA requirements.
6. Under the supervisor of senior staff, research and identify habitual or continual violations and coordinate with the DNR Rep.
7. Assist senior staff with contracted counties, providing guidance and compliance assistance on bacteriological and inorganic monitoring/reporting requirements. Ensure County Contractors are in compliance with SDWA program requirements under the supervision of senior staff.
8. Assist with regional coordination between the County Contractors, PWS, and the DG program. Provide audits, review contract requirements, and discuss/resolve any issues/questions the counties may have regarding the contract under the supervision of senior staff.
9. Provide compliance assistance to customers in identifying monitoring and reporting compliance issues, lab issues, and public notification issues.
10. Run violations reports and coordinate with the Rep to determine actions necessary to return the PWS to compliance.
11. Under the guidance of senior staff, coordinate pre-secondary enforcement actions to Public Water Systems as part of the enforcement process, if appropriate.
12. Coordinate with the DNR rep to initiate secondary enforcement for M/R violations, submit secondary request to EE, attend EC with DNR Rep, track compliance progress.
13. Participate in enforcement conferences with senior staff, as applicable. Provide testimony as material witness in escalated enforcement cases as needed.
14. Work with labs to address incomplete or incorrect information on sample results to determine compliance.
15. Audit PWS information in the DWS to determine compliance with the SDWA reporting requirements to EPA.
16. Work with senior staff to evaluate the ongoing implementation of program policy and coordination and recommend improvements to the Field Supervisor.

**30% B. SDWA Program Compliance Assistance, Coordination, and Implementation**

1. Track and review PWS compliance with SDWA sampling requirements, treatment technique violations and drinking water quality criteria (MCLs), with the help of senior staff.
2. Provide compliance assistance regarding general monitoring and reporting, lab reporting, and public notifications.
3. Work with senior staff to coordinate training, information and education to owners and operators of PWS, external partners, other department staff and the interested public regarding the PWS program.
4. Participate in and contribute to statewide consistency teams or other workgroups that develop recommendations for policy or program improvements.
5. Under the supervision of senior staff, draft, revise, and maintain policy and implementation documents including program guidance, handbook chapters and procedural matters on defined program segment or topic area.
6. Implement state and federal rules governing operator certification and lab certification, with close supervision.
7. Assist senior staff research, analyze, and coordinate SDWA special projects assigned by management.
8. Provide compliance guidance to PWS owners, certified operators, labs, and contractors.

9. Coordinate with Reps to maintain complete and accurate PWS information on file (paper and/or electronic).
10. Review, track and ensure compliance of consumer confidence certifications and reports for community water systems, as assigned, with the help of senior staff.
11. Assign and coordinate shipments of laboratory forms and sample bottles for public systems for special sampling requests.
12. Ensure compliance with the SDWA reporting requirements to the EPA, with close supervision.
13. Assist senior staff coordinate training of new Public Water Supply staff on defined program segment or topic area.
14. Perform other duties as assigned.

**5% C. Compliance and Enforcement of LCR/Rads/Chem Sampling requirements**

1. Under supervision of senior staff, initiate primary enforcement for LCR/Rads/Chem sampling violations. Send Notices of Noncompliance to public water systems for LCR/Chem/Rad monitoring and reporting violations.
2. Research and identify habitual or continual violations and coordinate with the DNR Rep.
3. Participate in enforcement conferences with senior staff. Provide testimony as material witness in escalated enforcement cases as needed.
4. Track and ensure compliance with Lead Sample Notices.

**5% D. Program and Organizational Responsiveness**

1. Provide input for new rules, policies, and data system improvements, as needed.
2. Recommend rule, policy, or data system changes or enhancements for increased efficiency for region and statewide uses by working with your supervisor and senior staff.
3. Assist senior staff to mentor and provide training to new DG employees.
4. Provide coverage for other program staff in their absence.
5. Integrate with other DNR programs relating to PWS activities.
6. Support the consistent application of policies and procedures. Recommend potential policy and procedural changes to program managers and help the program adapt to changes that are implemented.
7. Follow established program priorities to focus on issues affecting human health and/or the environment.
8. Communicate lab data issues to Reps and other DNR staff in a timely manner.
9. Ensure timely and complete entry of program data into databases or applications as required. Maintain files according to records retention policies and schedules.
10. Follow established policies for satisfying open record requests and facilitate public file access and review.
11. Assist in the coordination and implementation of the Department's response to emergencies.

**5% E. Team-building and integrated department efforts**

1. Promote and foster effective teamwork within the program and across the department as needed.
2. Attend and participate in program-related and team meetings and training to maintain professional competence, clarify roles/responsibilities, and maintain positive working relationships.
3. Provide cooperative assistance to other programs.
4. Keep informed of activities regarding Bureau of Drinking Water and Groundwater.
5. Participate in implementing strategies for new rules and policies.
6. Review and keep abreast of changes in knowledge and practices of position-related activities.
7. Participate in job-related training and organizational meetings as assigned by supervisor.

8. Prepare forms and reports as necessary for personnel and budget accounting purposes in a timely manner.
9. Perform other position-related duties as assigned.
10. Follow all general and position-related safety requirements.

#### **KNOWLEDGE, SKILLS, & ABILITIES:**

1. Skill in written and oral communication and public outreach and educational techniques related to drinking water issues and ability to effectively communicate verbally and in writing with staff, customers and other local/state agencies.
2. Ability to effectively provide guidance and training to staff and other internal and external customers.
3. Skill in the use of personal computers with an emphasis on use of the Microsoft Office Suite, relational databases, and the internet.
4. Ability to establish and maintain effective team working relationships with co-workers, supervisors, other agency officials, advisory committees, industry partners, and members of the public.
5. Ability to learn the general rules related to the Safe Drinking Water Act.
6. Ability to analyze, interpret and apply federal and state code requirements.
7. Knowledge of other State, Federal, county, and local health agencies and their roles to protect the health of drinking water and groundwater users.
8. Ability to evoke trust from others by keeping commitments and recognizing individual contributors.
9. Ability to conduct department transactions with honesty and professional ethics.
10. Skill in demonstrating sound professional judgment in analyses and decisions.
11. Ability to work independently and is self-motivated to take action to meet goals.
12. Skilled in planning, prioritizing, sequencing, and managing over-all workload responsibilities to complete tasks in a timely fashion.
13. Skill in the use of DNR manuals, data management systems (Oracle-based and .net based), Arc View software and laboratory procedures as they pertain to all types of water systems.
14. Knowledge of health effects of common contaminants found in drinking water
15. Ability to interpret water sample and monitoring data

#### **PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:**

Strength Requirements: Sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently) about 50% over a year's time. Light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) about 50% over a year's time.

Physically, this position will spend a majority of time sitting, handling, fingering, talking, hearing and seeing; this position will also require carrying, reaching, bending at the waist, standing, walking and lifting.

Environmental Factors: This position spends approximately 75% or more of time indoors.

#### **TELEWORK:**

Some telework may be available for this position.