

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Compliance Officer Revision Date: 02/12
EEO Category: Professional
Status: Non-Exempt
Control No: 30522

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Distribution Supervisor, performs routine compliance activities involving local, State and Federal regulations, development of water quality programs including routine sample collections and record keeping.

III. Essential Duties:

- Develop and oversee water quality compliance program as required by federal and state safe drinking water regulations.
- Assists in development and update of compliance programs relating to local, state, and federal regulations including, but not limited to new and existing OSHA requirements and City risk management policies.
- Maintain required records and documentation as specified by the Utah Public Drinking Water Rules and department policy.
- Perform water quality, safety and risk management inspections and investigations.
- Collect water samples and deliver to the appropriate laboratory for analysis.
- Keep apprised of safe drinking water regulations, OSHA, and City risk management requirements.
- Assist with cross connection control program.
- Assist with coordination of Department water quality activities.
- Gather and update information needed for the Drinking Water System Consumer Confidence Report and turn into the Assistant Operations Manager by March 1st of each year.
- Respond to citizen complaints regarding water quality. Track complaints and work with the GIS Coordinator to develop an annual map of complaints.
- Responsible to work with the system operators to develop a flushing program for all dead end lines and other problem areas. Flush all designated areas at least annually. Map the areas and develop a written schedule for flushing. Document all work performed.
- Inspect and clean all sample taps throughout the City. Work with the Construction Crew for any needed repair work.
- Inspect all properties in the Source Protections Zones for violations or potential contamination sources. Report any violations found or changes to the Department Engineering Manager.
- Interact with citizens, federal, state and local agencies.
- Maintain required records and documentation as specified by the Salt Lake Valley Health Department.

IV. Marginal Duties:

- Assist divisions of the department as needed.
- Samples emergency water supply for Public Works and Public Utilities
- Perform other duties as assigned.

V. Qualifications:

Education: Requires a High School Diploma or equivalent.

Experience: Requires two years of direct experience with federal and state drinking water regulations.

Certificates/Licenses: Utah Grade IV Water Distribution Operator Certification required; valid Utah Driver's License required; must obtain UDOT Flagger Certificate within three months of hire; must obtain Grade II Backflow Technician certification within one year of hire.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Federal Safe Drinking Water Act; Utah Public Drinking Water Regulations, machines and equipment used in the operation, maintenance, and construction of a water system, OSHA regulations, safety and risk management regulations and guidelines; and the current Department Source Protection Plan.

Responsibility for: Quality standards; design methods; great responsibility for the care, condition and use of materials, equipment, money and tools; moderate responsibility for making decisions that affect the activities of other people. Responsibility to ensure that the City Drinking Water System is in compliance with all applicable EPA, State and Salt Lake County Health Department rules and regulations.

Communication Skills: Communicate effectively both verbally and in writing; stay current on all relevant information and inform personnel and the public regarding City water ordinances and procedures: safe drinking water rules and OSHA requirements; contacts with other departments, furnishing and obtaining information; contacts with other governmental agencies: regular and frequent outside contact with persons of influence requiring a well developed sense of strategy and timing; responsible for using professionalism when explaining to outside agencies and citizens the various projects that Sandy City is involved in.

Tool, Machine, Equipment Operations: Regular use of basic hand tools such as hammers, shovels, wrenches and water valve keys; chlorine residual test kits and other water analysis equipment, computer and copy machine; frequent use of automobile/pickup truck.

Analytical Ability: Establish effective working relationships with employees and the public; follow written and verbal instructions.

VI. Working Conditions:

Physical Demands: Frequent climbing, balancing, walking, bending, kneeling and stooping; moderate lifting and carrying of up to 50 lbs.

Work Environment: Moderate pressure and fatigue are present in this position due to frequent exposure to deadlines; constant attendance is required with 24 hour on-call status for emergency operations; work requires frequent supervision; regular exposure to unpleasant or hazardous working conditions caused by water, noise, dust, toxic fumes and high voltage equipment and heavy equipment; outdoor work in all types of weather; requires working at heights and in confined spaces, including trenches, vaults and manholes.

The above statement are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved classification specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

HUMAN RESOURCES APPROVED BY: _____ DATE: _____