



## COMPLIANCE COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### DEFINITION

Under general direction of the General Manager, organize, conduct and manage the compliance duties of the Tri-Dam Project; coordinate all permit related activities for all Tri-Dam Project facilities both in terms of the processing of permit applications from private landowners to the administration of Tri-Dam administered projects and facilities. Facilitate and maintain compliance with Tri-Dam's project licenses, as issued by the Federal Energy Regulatory Commission (FERC). Plan and coordinate a variety of health and safety programs to meet applicable regulations and compliance requirements. Serve as liaison to OSHA and other regulatory agencies; advise staff on safety practices and procedures. Represent the General Manager in meetings as directed. Perform other related duties as assigned.

The position requires a thorough knowledge of the principles and practices of workplace safety, permit administration and FERC license compliance.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to the following:

- Gathers a variety of information and data for the preparation of management studies and plans associated with reservoir and facility management in conformance with FERC requirements.
- Develops and implements agency policies and procedures; interprets and assists in ensuring agency compliance with all FERC requirements and procedures, standards of quality and safety, and all applicable local, state, and federal laws and regulations.
- Serves as the lead in development and implementation of a comprehensive safety program; develops initiatives to increase safe practices in the workplace.
- Serves as liaison and key point of contact with OSHA and other federal or state regulatory agencies.
- Coordinate the scheduling of Tri-Dam Board agenda items, as directed, including the preparation of staff reports, when required. Assist in the development of staff recommendations on matters to be heard by the Board of Directors relative to permit processing and other agency compliance matters.
- Conducts periodic inspections of agency facilities and jobsites to identify safety and/or environmental hazards; issues notices of hazards and required abatements.

- Responsible for quarterly safety committee meetings; manages safety training assignments, creates a system of record for all training assignments and completions.
- Tracks and responds to all safety incidents, creates a system of record for recording incidents and concerns.
- Processes the permit application paperwork and prepares draft permits for all private development requests. Conducts monitoring inspections, drafts letters and assists in the resolution of permit compliance for all reservoir facilities, as needed.
- Confer with, advise, and provide professional assistance and staff support to the Board of Directors, other government agencies and commissions, citizen advisory committees, and other groups on a broad range of planning and community development issues.
- Assist with the monitoring of license requirements to ensure compliance with all agency requirements.
- Interface with the applicable federal, state, and local regulatory agencies, prepare permit applications on behalf of the agency for special facility and construction projects. Maintain logs of agency permits and update these records as needed.
- Answer inquiries and serves as a professional resource for land use matters, agency compliance, and local, state, and federal permitting.
- Make presentations before a wide variety of audiences including committees, public forums, and commissions as directed.
- Prepare a variety of periodic and special reports regarding Tri-Dam projects and/or facilities, as needed.
- Attend meetings, seminars, conferences, etc., as appropriate to enhance job knowledge and skills.
- Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, sending and receiving faxes, etc.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Applicable federal, state and county laws, codes, rules, regulations and standards affecting land development, safety, FERC regulations and other programs of the agency.

Principles and methods of FERC compliance, construction agency permitting and land development.

Modern office practices and technology, including the use of computers for data and word processing. Understanding of Geographic Information Systems technology.

Principals and practices of employee safety and occupational health program administration

Standard safety equipment used in public works occupations

English usage, spelling, grammar, and punctuation.

Ability to:

Interpret, analyze, and apply federal, state, and local laws, rules and regulations, policies and procedures pertaining to division programs and services.

Develop, and implement agency goals, objectives, policies, and procedures, and work standards.

Understand, interpret, explain, and apply occupational health and safety law, regulations, policies and procedures applicable to the assigned area of responsibility.

Plan, organize and coordinate occupational health and safety activities for a complex hydro-electric system.

Evaluate the suitability of projects to specific sites and surrounding areas.

Analyze complex problems, evaluate alternatives, and make sound recommendations in support of goals.

Interpret technical field and office data accurately.

Exercise sound independent judgment within general policy guidelines.

Establish and maintain effective working relationships with those contacted in the course of the work.

Represent Tri-Dam effectively in meetings with others and make presentations to various groups.

Interpret complex FERC regulations, and documents such as the Shoreline Management Plan and other documents for presentation to the public.

Communicate clearly and concisely, both orally and in writing.

Perform required mathematical computations with accuracy.

Effectively use computers for word and data processing and GIS functions.

Training and Education

Five years of increasingly responsible experience as a safety coordinator or compliance coordinator including at least two years working in a hydroelectric project setting involving local, state, and federal compliance with agencies such as FERC, DSOD, OSHA etc. A Bachelor's degree in a related field is highly desired.

Physical Demands and Working Conditions:

Frequently sits for extended periods of time; physical ability to lift and carry objects weighing up to 25 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; manual dexterity to use standard office equipment such as personal computer, office copier, fax and similar equipment.

Work is generally performed in an office environment, use of standard office equipment and attendance of off-site meetings; travel by car or aircraft; continuous contact with staff and the public. Administrative offices are located above the snow line, which requires the ability to get to work in snowy conditions.

Other Requirements:

Must possess a California driver's license and have a satisfactory driving record.