

COMPLIANCE & SAFETY MANAGER

Department:	Administration	Location:	Administrative Office/Field
Grade:	15	Date:	7/2024

DEFINITION:

Administrative and professional work in monitoring and enforcing compliance with the Solid Waste Management Ordinance and the Safety Program

DISTINGUISHING CHARACTERISTICS:

Manages the safety and external compliance programs.

Performs duties requiring considerable independent judgment in monitoring and enforcing compliance with CSWD laws and regulations.

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

SUPERVISORY CHARACTERISTICS:

Works under the general management guidance of the Director of Administration.

Manages one full-time Compliance Specialist.

EXAMPLES OF WORK PERFORMED:

External Compliance

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

Collaborates with Directors and Managers on proposed Ordinance changes and processes, drafts proposed amendments, and coordinates process to approve changes.

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.

Analyzes relevant incoming hauler, processor, and transfer/station data to determine compliance with the solid waste management ordinance.

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

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 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 assists in the preparation of material and evidence for 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.

Reviews compliance and safety policies and recommends amendments.

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

Serves as a CSWD liaison with the Vermont League of Cities and Towns and Vermont Occupational Safety and Health Administration.

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 legal compliance issues.

Manages contracts with enforcement officials and consultants as required.

Prepares and oversees annual budget for Safety and Compliance programs.

Records and compiles data on compliance actions.

Conducts load checks in conjunction with the Compliance specialist at solid waste facilities and initiates enforcement actions, as necessary.

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

Must adhere to District safety programs and policies.

Ability to support the District mission to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective, and economical manner.

Demonstrates District values to work safely, encourage innovation, support & inspire, communicate openly & effectively, be transparent with activities and policies, demonstrate integrity, deliver results, and be respectful.

Performs all other related work as assigned.

ESSENTIAL DUTIES:

Ability to effectively and responsibly manage the Compliance & Safety programs.

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 train, motivate, coach, and direct the work of employees.

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 managing employees.

Ability to understand and interpret laws and regulations.

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

Excellent verbal and written communication skills, organizational skills, and attention to detail.

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

Valid driver's license and access to vehicle.

RECOMMENDED QUALIFICATIONS:

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