



**Job Description**  
Department: Water  
Operations  
Pay Band: # 5  
FLSA Status: Non-Exempt

## Compliance Specialist Job Description

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### Role:

Under the general supervision of the Water Operations Manager, this position is responsible for providing administrative assistance in the form of sampling and assuming the responsibility of maintaining records and reporting for the Bedford Regional Water Authority (“Authority”).

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### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

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- Conduct Sampling and information gathering associated with sampling as required for regulatory compliance purposes.
  - Assist Water Operations with reporting and planning of essential testing.
  - Assist with Health Department inspections, and follow-up with corrective actions, if applicable.
  - Act as primary contact when responding to consumer concerns on water quality issues.
  - Supervise (1) Distribution Operator, and coordinate with this individual daily, to collect samples for compliance, repeat samples, and customer complaint samples.
  - Maintain a thorough knowledge of federal, state, and municipal laws and regulation pertaining to protection of potable water systems including waterworks regulations, applicable building codes, and the Safe Water Drinking Act.
  - Review drinking water monitoring regulations and recommends compliance schedules.
  - Assists Water Operations Manager with budget preparation, inventory, and purchasing for the department.
  - Assist with monthly MOR preparation.
  - Gather data and prepare the consumer confidence report.
  - Keep assigned vehicle clean and in good working order.
  - Perform work in a safe and responsible manner.
  - Perform other tasks and duties as assigned by Water Operations Manager.
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## Minimum Qualifications:

- High School diploma or GED
- A valid Virginia Driver's license
- Possess a Class 4 or Class 3 Water License, or have the ability to procure either license within 3 months of hire date.
- Have and maintain a good driving record that complies with the Authority's Vehicle and Equipment policy.
- Possess sufficient computer skills, including a working knowledge of Microsoft Office® and Excel.
- Be able to maintain operation and data logs and prepare reports.
- Be able to follow verbal and written instructions and communicate effectively orally and in writing.
- Be able to establish and maintain working relationships with employees, other agencies, and the public.
- Be organized and self-motivated.

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## Additional Information:

- This position is subject to on-call, and weekend work, as needed.
- Normal work hours are from 7:30 a.m. to 4:00p.m. Monday through Friday with a thirty (30) minute lunch break. On occasion, alternate schedules and/or after-hours work may be required. This position is subject to after-hour calls, as necessary. The position is considered essential personnel.

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## Working Conditions

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit little of the time but may walk or stand for most periods of time.
- This classification involves frequent physical agility requirements such as climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions, and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas, and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Seldom
Up to 25	Occasionally
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom

## Environmental Exposures

Work near moving mechanical parts	Frequent
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

**Employment Eligibility/Work Authorization Requirements:**

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

**Condition of Employment:**

This position serves at the will of the Executive Director.

The employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature