

Town of Needham

Compliance Coordinator

11/2018

Under the supervision of the Director of Administration and Finance/Public Services, the Compliance Coordinator will work with all Department of Public Works (DPW) divisions to provide administrative support, policy research and technical expertise to ensure regulatory compliance and internal and external communication.

Duties:

- The Compliance Coordinator will create and maintain databases to ensure compliance with regulatory requirements of local, State and Federal agencies, ensure complete, accurate and timely submission of required reports, ensure appropriate and timely inspections, and monitor compliance with licensure requirements.
- The Compliance Coordinator will monitor changes in the regulatory environment, and provide informational updates and training to appropriate Town staff. He or she will draft, implement and communicate standard operating procedures to ensure compliance with regulations including reporting, testing, inspection, etc. He or she will serve as a liaison between the Town and regulatory agencies relating to compliance reporting.
- The Compliance Coordinator will attend and participate in meetings of standing and ad hoc committees as appropriate relating to compliance and project communication. He or she will represent the Town at meetings and hearings of local, State and Federal agencies, professional associations, stakeholder groups, coalitions and regional partnerships. He or she will represent the Town and ensure appropriate internal and external communication regarding major construction projects in Needham, including those performed by the Town, Town contractors, private contractors, the State, and public utilities.
- Examples of compliance initiatives include but are not limited to the following:
 - In the Building Maintenance Division, such initiatives include routine inspections such as boilers, elevators, fire alarms, Automated External Defibrillators (AEDs), oil tanks, fire extinguishers, etc., as well as ensuring appropriate training and dissemination of information on topics such as blood borne pathogens, asbestos, and the like.
 - In the Parks & Forestry Division, initiatives include Integrated Pest Management (IPM) and pesticide reporting, compliance with conservation restrictions, and providing documentation for certification programs such as Tree City USA.
 - In the Fleet Division, initiatives include Massachusetts Department of Environmental Protection (DEP) reporting and inspections relating to fuel tanks, waste disposal, vehicle inspections, motor vehicle licensure, radio licensure, and tank and lift inspections.
 - At the Recycling/Transfer Station, initiatives include DEP permits and reporting relating to solid waste and recycling, landfill monitoring, air quality and groundwater monitoring, waste ban compliance, and food waste permitting.
 - In the Water & Sewer Division, initiatives include DEP compliance such as cross connection reporting, contaminant sampling reporting, lead and copper reporting, the Annual Statistical Report, the Consumer Confidence Report, reporting on chemical use and detection, Water Management Act compliance, annual Massachusetts Water Resources Authority (MWRA) reporting, Sewer Use Permit requirements, and water and sewer rate surveys.
 - With respect to stormwater management, initiatives include maintaining an inventory of impacted Town-owned properties and facilities and associated

reporting, maintaining data on plans detailing activities and procedures to be implemented to ensure compliance with National Pollutant Discharge Elimination System (NPDES) permit and associated reporting, tracking and maintenance of statistical data on efforts such as catch basin cleanings and street sweeping, reporting on winter road maintenance and materials, reporting on maintenance and inspection of required stormwater treatment structures, etc.

- o General initiatives include tracking staff certification and licensing (e.g. Commercial Drivers Licenses, motor vehicle, pesticide applicator, water treatment, etc.), ensuring mandatory training such as Right to Know, and monitoring open Orders of Conditions.

Basic Knowledge:

- Position requires knowledge of federal, state and local laws and regulations, particularly as they relate to public construction and maintenance, including vertical and horizontal. Experience working with regulatory agencies or in a compliance function.

Education:

- The position requires knowledge equivalent to a bachelor's degree in public administration, business administration, or a related field.

Experience:

- Duties require three to five years' experience in administrative, program management, research, or a related field.

Independent Action:

- Compliance Coordinator will establish personal standards of work performance within broad framework of policy and objectives as set forth by the Director of Administration and Finance/Public Services

Supervisory Responsibility:

- Provide functional supervision to personnel involved in activities that require compliance with applicable regulations and laws.

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Frequent interruptions to assist customers in the office or by phone.
- May spend periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of office files, documents, records, etc.