



## JOB DESCRIPTION

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<b>Position Title:</b>	<u>Environmental Compliance Manager</u>	<b>Department:</b>	<u>Operations</u>
<b>FLSA Status:</b>	<u>Exempt (Salary)</u>	<b>Reports To:</b>	<u>Executive Director of Operations and Environmental Compliance</u>
<b>Grade:</b>	<u>18</u>	<b>Working Status:</b>	<u>Full Time</u>
<b>Effective Date:</b>	<u>April 2016</u>		

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### **Job Summary:**

The Environmental Compliance Manager ensures LCSWMA's compliance with existing facility permits and regulatory requirements, assist with new permitting and approvals as may be required for Capital Projects by leading permitting and inspection efforts. Work with LCSWMA Executive Team to develop and manage strategies for permitting and interaction with regulatory personnel.

### **Job Responsibilities:**

- Support LCSWMA's mission, philosophy, and commitment to the community by embracing these values and modeling them for your team. Foster a positive work environment with an emphasis on a culture of collaboration, innovation, safety, and wellness
- Advance LCSWMA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Organize work for staff, develop short-term plans, and anticipate potential problems to reach the goals of the department to work towards proactively planning for risk mitigation.
- Conduct interviews, hire and maintain competent employees to optimize the performance of the department with the right people and capabilities.
- Serve as the first point of contact for employee conflict resolution within the department to create a better work environment.
- Develop and manage the department budget, maximizing resources in order to detect deviations on the budget.
- Ensure accuracy of invoices and code accordingly.
- Develop and institute staff training to ensure optimum staff performance.
- Obtain new or revised environmental permits in order to provide operational flexibility within the schedule established for new projects.
- Submit all required environmental data reports, permit modifications and renewal applications as may be indicated to comply with regulatory policies.
- Develop and execute management systems to ensure that the sites can meet all permit provisions.
- Manage site environmental programs including but not limited to Waste Management, Storm water, Spill Prevention & Response, and Title V compliance in order to demonstrate regulatory compliance.
- Prepare and submit reports on a timely basis to appropriate agencies to ensure compliance with Federal, State and Local regulations.
- Oversee the collection, monitoring and analysis of environmental data (air emissions, storm water, ground water, etc.) for all the operational activities.
- Work with the Executive team to implement the requirements of the Lancaster County Waste Management Plan in order to ensure regulatory compliance.
- Maintain effective working relationships with regulatory personnel to stay abreast with new regulations.
- Interact with LCSWMA consultants for varying project needs in order to facilitate the process of the variations.
- Accurately gather, summarize and report environmental information and data to inform Environmental strategy.



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- Update and maintain quality control and quality assurance programs with LCSWMA's analytical laboratory in order to ensure a high level of quality.
- Implement requirements of ISO 14001 EMS to stay compliant.
- Maintain reports, documentation and information relevant to applicable Authority permits.
- Maintain up to date knowledge of applicable environmental regulations to ensure compliance of all operations.
- Assist with timely and accurate permit mandated monitoring and/or reporting completion.
- Update and maintain the environmental database software system to inform decision making.
- Efficient and effective coordination of testing and monitoring support services to guarantee the maximum efficiency.
- Evaluate monitoring programs for effectiveness and cost value in order to stay within budgetary constraints.
- Assisting other Authority staff as needed on projects or programs to ensure provision of adequate support.
- Advance LCSWMA's reputation and brand in the community by regularly participating in organizational outreach activities.
- Support a culture of safety by performing all responsibilities in accordance with LCSWMA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers.
- Perform all work within Environmental Management System policies to ensure compliance with procedures.

### **Education, Training, Certification or Experience:**

- B.S. Science or Engineering with 8-10 years of industry experience with roles increasing in responsibility, similar position in a related field or a comparable combination of education and experience.
- Strong familiarity with PADEP regulations and reporting requirements
- Understanding of Municipal Authorities Act.
- Familiarity with ISO 14001 EMS requirements
- Familiarity with Continuous Improvement Principals

### **Technical Competencies:**

- Strong customer-facing, presentation and negotiation skills
- Strong written, verbal, and non-verbal communication skills
- Strong organizational, analytical and problem solving skills and the ability to work independently with limited supervision
- Strong attention to detail with excellent analytical, judgment and problem-solving capabilities in order to ensure compliance with relevant state/federal regulations and LCSWMA-specific requirements
- Proficiency in Word and Excel



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### Behavioral Competencies:

- **Drive for Results:** Focuses on assessing, measuring and improving performance. Shows drive and determination to meet short- and long-term goals. Specifically, strives to meet challenging goals; for example, setting ambitious, but realistic goals for performance improvement (for self and/or own team).
- **Business Perspective:** Has an understanding of the business context in which they are operating that informs planning and decision making. Specifically, understands the market; for example, is aware of what current competitors are doing.
- **Conceptual Thinking:** Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative or creative insights. Specifically, applies models or theories; for example, using a theory to help understand a situation.
- **Teamwork and Collaboration:** Works cooperatively as part of a team and collaboratively with peers, internally and externally. Specifically, values others' input; for example, actively bringing people together around a specific problem.
- **Impact through Influence:** Engages with others, getting buy-in to deliver results and skillfully influencing to build support. Specifically, uses indirect influence; for example, plan-fully using an influential third party to accomplish a particular result.
- **Attention to Detail:** Manages, tracks and attends to multiple pieces of information, bringing order and clarity. Specifically, monitors data or projects; for example, monitoring progress of against milestones or deadlines.
- **Approach to Thinking:** Thinks through situations of varying degrees of complexity and ambiguity, in order to understand them clearly. Specifically, sees multiple relationships; for example, identifying several likely causes or consequences of a situation.
- **Social responsibility:** Focuses on social responsibility and corporate citizenship. Pays attention to health safety, environmental and social issues. Specifically, raises standards; for example, setting and works to meet standards that are higher than legal requirements or previous corporate standard.

*I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.*

**Employee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_