



City of Pompano Beach
 Open Competitive
 Job # **19-064**

Opening Date: **07/22/19**
 Closing Date: **Open Until Filled**



Position

Salary

COMPLIANCE COORDINATOR

Biweekly: \$1,898.02 - \$2,670.66
 Annual: \$49,348.42 - \$69,437.26

Work Days/Hours : Monday – Thursday, 7:00 a.m. – 6:00 p.m.; includes other hours as assigned
 Job Status : (X) Full time () Part time/temporary
 Department/Number : Utilities/Water Admin/3305 Pay Plan/Grade: 42/23

Position Summary *(Major Job Duties)*

Responsible work coordinating and assessing the Utilities Department Compliance activities. Work is performed under general direction and supervision, reporting to the Compliance and Efficiency Manager. Assesses compliance for water/wastewater/reuse and stormwater permits. Monitors utility programs/activities for compliance with local, state and federal regulations. Coordinates with Utilities and City staff to facilitate completion of compliance activities. Tracks and audits compliance data and records, and legislative bills through the development process. Facilitates and manages Lean/6 Sigma process improvement teams. Calculates, documents, tracks, and reports department metrics including benchmarking and strategic plan data. Assists with the development of department Masterplans and other technical documents/reports. Conducts data evaluations and analysis for management reports. Actively search and prepare grant applications and track grant activities. Must work well in teams and possess high degree of organization, meticulous record keeping ability and demonstrate willingness to learn. Must possess intellectual curiosity and a commitment to data integrity and accuracy. This is an essential position; incumbent will be required to work extended hours during and after hurricanes or other disasters. Works proactively and provides excellent customer service to internal and external customers. Follows safety procedures and promotes a safe work environment. A strong understanding of ethical behavior is required. Performs related duties as required.

Qualifications *(Education, work experience, special requirements)*

Bachelor's degree in Chemistry, Mathematics, Business or other related field with at least one year of compliance experience required. Utilities experience, knowledge of utility compliance requirements and operations preferred. Ability to interpret regulations and permit requirements in order to assess and calculate compliance level. Experience working in performance improvement, laboratory analysis or analytics a plus. Must obtain a Lean/6 Sigma Greenbelt certification within one year of hire date. Ability to maintain accurate records and prepare detailed reports. Ability to demonstrate proficiency with Microsoft Office programs. Ability to track and analyze data in order to provide trends and identify opportunities for department improvement. Must have the ability to facilitate teams to reach project goals. Strong written and oral communication skills required. Must communicate and interact with other employees and the public effectively using English in both verbal and written format. Ability to prepare grant applications, technical reports, and establish and maintain effective working relationships. Ability to see, read, talk, hear, handle or feel objects and controls. Ability to effectively use and operate various items of office related equipment. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. A comparable amount of training and experience may be substituted for the minimum qualifications.

Candidates are required to apply online. Visit <http://pompanobeachfl.gov> and then click Job Opportunities for instructions.

Human Resources Department, 100 West Atlantic Blvd., Pompano Beach, FL 33060
 Phone (954) 786-4626 Fax (954) 786-5553 Job line (954) 786-4693 <http://pompanobeachfl.gov>
 The City of Pompano Beach is an Equal Opportunity Employer
 SEE PROCEDURE AND BENEFITS LINK ON WEBSITE FOR ADDITIONAL INFORMATION