



Compliance Technician I/II

Class specifications are intended to present a descriptive list of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

To perform a wide variety of highly responsible technical office and field duties related to Project environmental, dam safety, and electric reliability compliance programs and licenses; to assist with data management including the collection, compiling, organization, and storage of compliance data and documents; to support the preparation of regulatory inspections, audits, documents and reports; to assist in the coordination of Local, State, and Federal regulations and requirements with staff, consultants and contractors. This is an entry-level position that combines fieldwork, administrative support, and data management in support of reservoir operations, environmental programs, and public safety. The position does not perform independent regulatory determinations and works under the direction of the General Manager.

REPORTS TO

General Manager

STATUS

Fulltime, non-exempt

Distinguishing Characteristics

Compliance Technician I: This is the entry level class in the Compliance Technician series. Positions in this class typically have little or no directly related work experience. The Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Compliance Technician II: This is the journey level class in the Compliance Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Under general supervision, perform a variety of technical duties involved in the Project's regulatory compliance efforts to comply with Federal and State regulatory requirements, regulations, standards, permits, licenses and guidelines governing the agency.
- Maintain accurate notes, reports, records, photographs, and drawings; compile, organize and maintain information databases associated with regulatory compliance efforts.
- Assist in a variety of technical and administrative data collection, correspondence and report preparation and submission for compliance with regulatory requirements, regulations, standards, permits, licenses and guidelines.
- Assist with the development, implementation, monitoring, training, inspection, and audit activities of all compliance programs.
- Collaborate with all Project employees, consultants, and contractors across departments to ensure compliance activities are completed timely and documented properly.
- Provide support with correspondence, forms, and documentation as directed, including creation of filing systems and electronic records.
- Provide administrative support for Shoreline Management Plan compliance and enforcement activities
- Assist with implementation and usage of GIS database and related records
- Operate a boat independently to inspect and document environmental and permitted activities
- Assist with special projects and program support tasks
- Attend meetings, trainings, and coordination efforts as needed

TYPICAL PHYSICAL REQUIREMENTS

May require the ability to sit at a desk for long periods of time. Ability to stand, walk, and work on uneven or slippery terrain; stoop, kneel, and bend to perform field tasks; lift and carry objects up to 50 pounds; normal manual dexterity and coordination; corrected vision and hearing to normal range; ability to communicate effectively.

TYPICAL WORKING CONDITIONS

Work is performed in both office and outdoor environments, including on and off the water, rugged terrain, remote work sites in extreme heat and cold and or wet weather. Position requires regular interaction with staff, consultants, and the public. Ability to launch and operate a boat.

DESIRABLE QUALIFICATIONS

Knowledge of:

- FERC, NERC, WECC regulations
- Cyber security and information protection
- Compliance reporting methods, techniques, and reports used by regulatory agencies
- Geographic Information Systems (GIS) fundamentals
- Basic theories of mathematics, print reading, biology, and physics associated with environmental regulations and research.
- Principles and procedures used in collecting and identifying samples for laboratory analysis
- Land use regulations and shoreline management plan compliance

Ability to:

- Read, understand, and communicate effectively, orally and in writing, complex and/or technical data in the form of analytical reports, letters, or licensing documents
- Manage large quantities of data in an organized fashion, using Excel or other tools
- Work independently, prioritize work, coordinate activities, and meet critical deadlines
- Identify and report discrepancies for follow-up
- Communicate clearly and professionally with staff and the public
- Work independently and as part of a team in office and field settings
- Provide courteous and effective public service
- Work safely in and around reservoirs and outdoor environments
- Become proficient in both current and emerging equipment and software, such as Microsoft Word, Excel, Outlook, Adobe, and GIS.
- Promote a culture of compliance

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these would include:

Experience:

One year of technical experience, preferably in the hydroelectric field

Education:

Equivalent to an Associate's degree from an accredited college or university with major coursework in environmental science, land use planning, engineering, or other technical field.

Licenses and Certificates:

- Possession of a valid California Driver's license
- This position requires that the employee's primary residency be established within 60 miles of the Project's Strawberry office within 1 year of completion of the probationary period of this position.
- A current California Boater Card

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DRUG TEST REQUIRED.**