
COMPLIANCE SUPERINTENDENT

DEFINITION

Under general direction, manages, coordinates, plans, organizes, and assures compliance with all federal, state and local laws, regulations, permits for City of Alameda within the electric utility department. Performs other related work as required.

EXAMPLES OF DUTIES

1. Develops and manages all environmental, health, safety, and security programs and issues to ensure the protection of employees from industrial accidents, occupational and environmental health hazards; all facility environmental programs including hazardous and non-hazardous wastes, and all ongoing facility compliance with applicable regulations, standards, policies, etc. governed by OSHA, Cal-OSHA, US EPA, US DOT, CHP, and any other federal, state, and local regulatory agencies and when necessary direct corrective action including stopping an operation.
2. Monitors safety and compliance program and reports status to the Assistant General Manager – Engineering and Operations and the General Manager.
3. Develops, maintains and documents FERC, NERC, WECC compliance program to ensure on-going compliance with all applicable regulations and standards.
4. Schedules and oversees contractor or consulting regulatory assistance.
5. Develops, coordinates and integrates all reliability training for both subject matter experts and general awareness.
6. Monitors, manages and supports cyber security compliance and takes pro-active action to address cyber security issues.
7. Develops, coordinates, and provides effective training relating to health, safety, environmental and security.
8. Uses continuous improvement tools like benchmarking and re-engineering to create improved value for the city and its customers and establishes key performance measures that meet the organization's needs.
9. Provides advocacy and a supportive culture for the resources and needs of employees.
10. Develops and implements incident investigation and reporting program, leads investigation of accidents and injuries, prepares all recordable accident and investigation reports, ensures that the root cause is determined and that appropriate preventive actions are recommended and implemented.
11. Maintains the Material Safety Data Sheets of hazardous materials.
12. Reviews and revises safety, health, security, and environmental material for content, comprehension level and clarity.
13. Maintains current information on applicable laws, regulations and permits by maintaining liaison with federal, state, and local regulatory agencies.
14. Provides necessary budgeting (operating and capital), communication, contracting, human resources, agency relations with federal, state, and local regulatory agencies, performance standards, records management, necessary resources to achieve outcomes and expectations.
15. Cooperates in the preparation of material and evidence for the organization's use in hearings, lawsuits, insurance, etc. investigations.
16. Ensures maintenance of applicable professional certifications required for employees; and
17. Assists in the mentoring, evaluation, and discipline of staff.

EMPLOYMENT STANDARDS**Education/Experience**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited college or university with a Bachelor's degree in occupational health, industrial hygiene, or closely related field.

Experience: Five years of progressively responsible management experience in regulatory compliance in the electric operation and maintenance of underground, overhead lines, and substations, including at least two years of supervisory experience.

Knowledge

Knowledge of principles of leadership and management of organizations; electrical theory and electric utility operations and equipment; working collaboratively with internal and external customers and regulatory agencies; federal laws and regulations; State of California General Orders 95, 128, and 165; Electrical Safety Orders, and safe work practices and procedures; principles and practices of budgeting (operating and capital). Working knowledge of materials, equipment, tools and methods used in electrical construction, installation and maintenance.

Ability

Ability to plan, administer and evaluate work programs and schedules; draw valid conclusions and project consequences of decisions and recommendations; interpret and apply established procedural and safety requirements; interpret and apply relevant and complex local, state, and federal laws and regulations; prepare, analyze and forecast complex sets of data and prepare necessary, general and technical, memorandums, reports, and charts as assigned; effectively plan, direct staff and implement compliance activities; track project budgets; write reports; establish and maintain records; interpret computerized information; communicate effectively; establish and maintain effective working relationships with employees, contractors and the general public; and assist in the training, evaluation, and discipline of personnel.

Special Requirements

As a critical member of the Emergency Management Organization, respond to after-hours emergency management responsibilities and calls as required, including technical advisor on-call duties.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.