



# Gulf Coast Authority

<b>General</b>	
The process begins with completing an employment application with a statement of why you are seeking this position and submit online at <a href="http://GCATX.ORG/Careers">GCATX.ORG/Careers</a> page. Upon receipt, it will be followed by a file review.	
<b>Position</b>	<b>Pay Range</b>
<b>Compliance Coordinator – Bayport</b>	<b>For Qualified Candidates IS ~ \$80,454-\$103,604</b>
<b>Job Summary</b>	
Coordinate multi-media compliance activities, including tracking compliance with all permit limits and environmental regulatory requirements to ensure facility compliance.	
<b>Typical Duties and Responsibilities</b>	
2.1	Monitor and assure that all state, federal, and local environmental reports are properly submitted in a timely manner. Reports include obligations for all media.
2.2	Perform emissions calculations using spreadsheets and emissions software.
2.3	Review all proposed or new regulations for applicability to the Facility,
2.4	Performs and communicates compliance activities necessary to ensure industrial clients are conforming to appropriate rules and regulations including test and reporting to Central Lab, commercial labs and others as required.
2.5	Maintain active written schedule of compliance due dates.
2.6	Coordinate sampling events and requirements to comply with all applicable regulatory requirements.
2.7	Develop, organize and maintain compliance records.
2.8	Coordinate's laboratory testing, pretreatment testing and permit reporting and communicates environmental regulatory requirements and compliance status to Facility Manager, operations, maintenance, and corporate environmental staff and management.
2.9	Perform Pretreatment Inspections. Significant industrial dischargers inspected annually, and all others as specified in pretreatment program.
2.10	Coordinate with the Facility Manager and all department heads for the generation and updating of compliance driven Standard Operating Procedures (SOP's) and manuals.
2.11	Assist Facility Manager in conducting interview/plant tour with prospective dischargers.
2.12	Review all Applications to Discharge for completeness, monitor treatability study, and summarize data. Evaluate proposed influent changes to determine whether compounds are acceptable within the guidelines of site permits (Title V, NSR, TPDES, Pretreatment, etc.). Make appropriate recommendation(s) to Facility Manager.
2.13	Serve as liaison between GCA and Users on all pretreatment regulatory issues. Includes drafting NOV's for noncompliance, responding to questions regarding correspondence, and informing affected users of any new categorical regulations.
2.14	Serve as GCA's primary contact for Agencies Inspections.
2.15	Review all required correspondence between GCA and Users for accuracy and completeness.
2.16	Ensure all users' files are complete and reflect the latest operating conditions, i.e., all process changes are reported and are in compliance with the regulations.
2.17	Review all lab data and Quality Assurance Data and Quality Control Data generated for facility. Work with Lab Manager(s) to resolve any problems identified in this area.
2.18	Alert Facility Manager, Operations and Maintenance personnel to any potential compliance problems.
2.19	Monitor permit expiration dates. This includes any applicable RCRA, TPDES, Title V, New Source Review, and Industrial Users Permits. Notify Users of impending expiration and their need to renew.
2.20	Prepare and/or support the preparation of all facility permit applications, modifications, and renewals.
2.21	Prepare, update and coordinate sampling schedule with operations.
2.22	Advise management of current environmental regulatory needs.
2.23	Compile data and generate correspondence, responses, and reports to regulatory agencies as required.
2.24	Review and approve waste profiles from participants as required.
2.25	Attend site required annual training.
2.26	Represent GCA, as appointed, at regulatory meetings, advisory committee meetings, conferences, and other environmental related functions.
2.27	Respond to call outs as required during critical situations.

- 2.28 Assist office staff in maintaining an accurate Users' contact list.
- 2.29 Communicate and coordinate with corporate management and environmental staff.
- 2.30 Perform other related duties as required.

**Knowledge, Skills, and Abilities**

- 3.1 Knowledge of operations of wastewater treatment facilities including activated sludge wastewater treatment processes.
- 3.2 Knowledge of state and federal environmental regulations governing the operations of industrial biological wastewater treatment plants. This knowledge base includes multi-media such as air, water and solid waste.
- 3.3 Knowledge of the principles and practices of the safe operation of wastewater treatment plants.
- 3.4 Knowledge of air emissions calculation practices. Experience with WATER9 and/or Toxchem is desirable.
- 3.5 Knowledge of management and supervisory practices.
- 3.6 Ability to perform calculations necessary to monitor and control environmental compliance.
- 3.7 Knowledge of basic chemistry principles and practices including laboratory, sampling, and testing procedures.
- 3.8 Ability to write instructions, memoranda, reports, and training materials.
- 3.9 Ability to meet and communicate effectively with prospective Users.
- 3.10 Ability to make effective presentations to groups,
- 3.11 Ability to operate office equipment such as computer, calculator, and copier.
- 3.12 Ability to communicate orally in person and by telephone.
- 3.13 Ability to safely operate assigned vehicle and equipment

**Environmental conditions**

- 4.1 Work is performed indoors and outdoors in extreme heat (100 OF) and cold (32 OF) in all weather conditions.
- 4.2 Work is performed indoors and outdoors at an industrial setting.
- 4.3 Work involves performing tasks with very short timeframes and completion deadlines.

**Education, certification, and experience required**

- 5.1 Bachelor's degree in engineering, chemistry, biology, environmental science, or related field.
- 5.2 Five (5) years of experience with environmental regulations and compliance associated with the operation of a wastewater treatment plant.
- 5.3 Air experience with Title V and NSR Permits.
- 5.4 Experience with Laboratory analyses and QA/QC.
- 5.5 Valid Class "C" Texas Driver's License.

**Physical requirements**

- 6.1 Ability to sit for extended periods of time while performing various job functions such as operating computer, monitoring instruments, and preparing reports.
- 6.2 Ability to stand and walk while inspecting and moving around plant site.
- 6.3 Ability to occasionally kneel, crouch/stoop; squat, twist upper body, and climb stairs and ladders while performing inspection functions.
- 6.4 Ability to grasp with hands and fingers and manipulate and lift two-and-a half gallon jugs for sample collection and transport.
- 6.5 Ability to lift and safely handle heavy bulky items weighing up to 40 pounds,
- 6.6 Ability to safely operate a motor vehicle and equipment.

**Summary and Timing**

**The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified. Holding people assigned to this or any job to the expectations described herein does not constitute harassment in any form.**