



CITY OF RICHMOND

DEPARTMENT OF PUBLIC UTILITIES



The Department of Public Utilities (DPU) is seeking to fill the position Senior Policy Advisor. The selected candidate will report to the Director of Department of Public Utilities, with the primary responsibility for monitoring regulatory actions at the state and federal level and for providing compliance support to the utilities regulated under the Clean Water Act and Safe Drinking Water Act (Stormwater Utility, Wastewater Utility and Water Utility). Under general direction, plans, organizes, and coordinates the regulatory compliance needs for the potable water, wastewater, stormwater, sewer collection, laboratory, industrial pretreatment systems and the City's floodwall; develops and maintains programs for the Department to insure compliance with state and federal regulations; serves as Department liaison with stakeholders and outside contracting firms on Department regulatory compliance issues; provides direction on the City's Integrated Planning; provides analysis of compliance programs; analysis of analytical data on a variety of substances; and performs other job related work as required.

**Duties include, but are not limited to:**

- Providing support for all interactions with state and federal regulatory agencies, such as providing support on correspondence with permitting agencies as well as developing and submitting comments on draft regulations and as needed, shall also provide support in preparing and submitting monitoring reports and any other compliance related reports;
- Planning, developing, and implementing or directing the implementation of goals, objectives, policies and priorities relating to the regulatory compliance of potable water, wastewater, stormwater, sewer collection, laboratory, industrial pretreatment and floodwall;
- Tracking of all proposed regulations, policy and guidance that may impact the utilities, such as, regularly checking the Federal Register, State Townhall System and reviewing information provided by NACWA, WEF, VAMWA, VAMSA, AWWA and other trade associations;
- Participating in the development and administration of the Department's budgets, such as, forecasting additional funds needed for staffing, equipment, materials and supplies;
- Monitoring expenditures and recommending mid-year adjustments;
- Developing and coordinating projects for inclusion and completion related to short and long term capital improvement projects with internal and external engineering staff;
- Developing, preparing and presenting technical reports to Federal and State regulatory agencies related to the potable water, wastewater, sewer collection, stormwater, collection system and floodwall;

- Developing and administering operating and reporting procedures which may include permit compliance training schedules;
- Performing special studies and research and preparing recommendations;
- Assisting with new and existing staff orientation and training;
- Meeting and conferring with other public agencies, contract providers and City management personnel to resolve problems;
- Reviewing, preparing and presenting reports;
- Performing long range planning studies;
- Maintaining a variety of technical project files and records;
- Preparing highly complex and technical reports;
- Documenting policies and procedures; Performing research;
- Making presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed, such as, answering questions and providing information to the public;
- Recommending corrective actions, such as, investigating, reporting, documenting and resolving complaints;
- Attending assigned meetings and training;
- Interacting with outside agencies and commissions;
- Providing leadership for teams, or committees, as needed;
- Assuring staff works in a safe manner, including following safety requirements and monitoring and assuring compliance with regulations and other legal requirements;
- Performing related duties as assigned.

### **Minimum Qualifications:**

- Requires Master's degree in business or liberal arts or equivalent experience;
- Requires six years of experience;
- An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification;
- No Special Certification or License required.

### **Preferred Qualifications:**

- The preferred candidate will have an education background in mathematics, science, or engineering. Additional education in public or business administration is desirable;
- Experience working in public utilities, public works and/or environmental regulatory agencies is a plus;
- Thorough understanding of environmental compliance regulations, an understanding of capital projects and the ability to see and convey the big picture concerning short and long term projects and goals;
- Knowledge of Floodwalls & Environmental Laboratories is a plus;
- Experience with Microsoft Office Suites;
- Valid Driver's License.

For more information about this position or how to apply, please visit  
<http://agency.governmentjobs.com/richmond/default.cfm>