

# WATER QUALITY & REGULATORY COMPLIANCE ADMINISTRATOR



## Mission

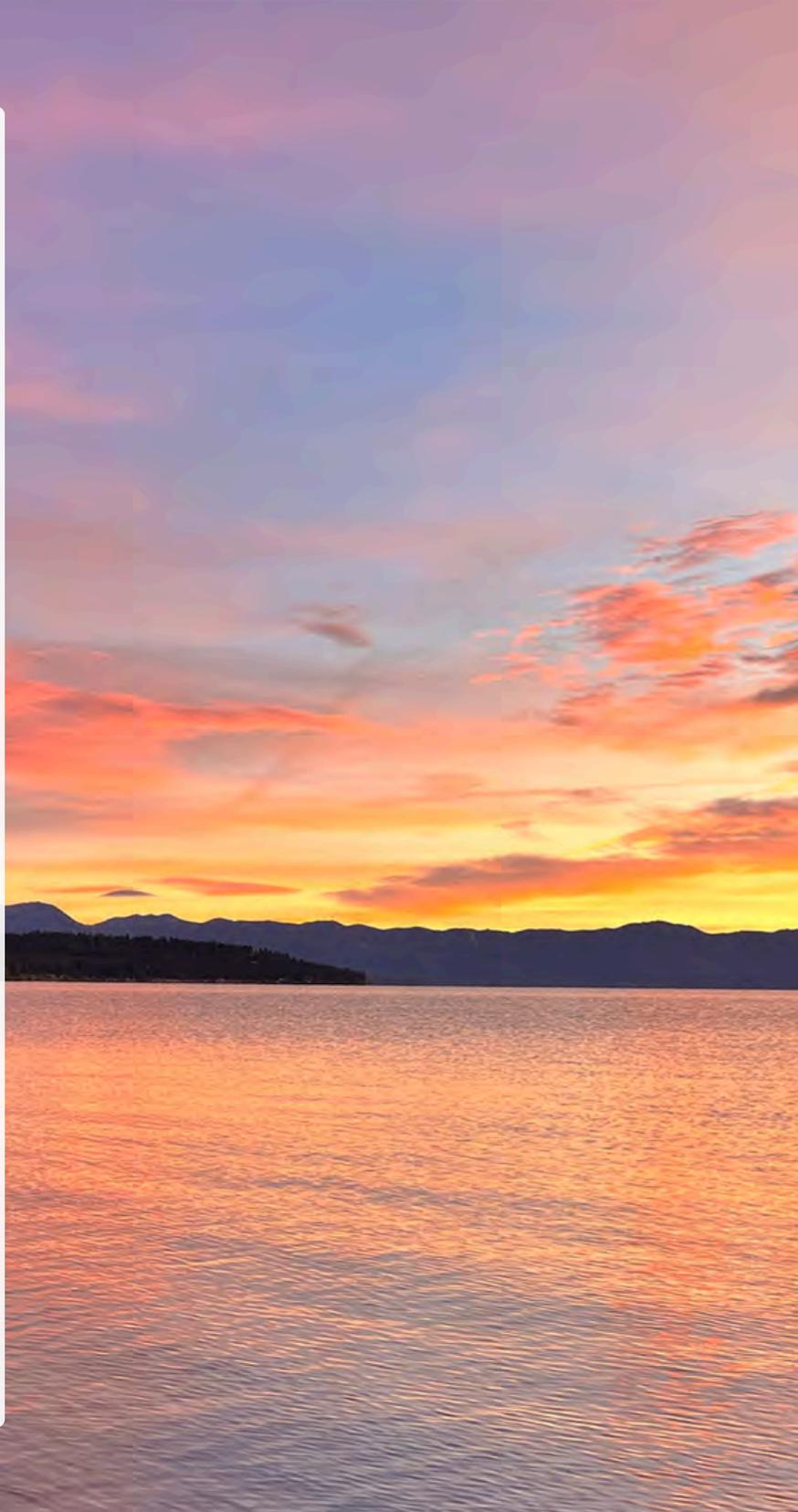
The mission of the Tahoe City Public Utility District is to serve people, our community, and its environment. It is our responsibility to provide safe and reliable water service, sewer service for the protection of public health, and parks and recreation services to enhance quality of life. It is our commitment to accomplish these and other tasks within the scope of the Public Utility District Act, as amended, in a sound fiscal manner.

## Vision

Building a healthy mountain community through our passion for public service.

## Core Values

The TCPUD's organizational culture is rooted in our Core Values of Service, Professionalism, Teamwork, Initiative, and Communication. These Core Values and related behaviors set the expectation for how we engage with each other, our customers, and all our stakeholders.



# An Outstanding Career Opportunity

TCPUD is seeking a passionate and experienced professional to lead our efforts in providing safe drinking water and pursuing regulatory excellence.

## The Community

Nestled on Lake Tahoe's north shore, the Tahoe City community offers a captivating blend of natural beauty, outdoor adventures, and serene landscapes. Tahoe City is renowned for its small-community charm and offers an array of recreational activities year-round, including hiking, mountain biking, kayaking, paddleboarding, golf, skiing, snowboarding, and ice skating. Residents and visitors enjoy a relaxed pace of life, promoting physical fitness and well-being, fostering a strong sense of community through local events, festivals, and year-round family-friendly activities.

Modern amenities, local shops, restaurants, cafes, art galleries, and cultural events complement the peaceful atmosphere, with larger metropolitan areas such as Reno and Sacramento within convenient reach.

## Tahoe City Public Utility District

TCPUD, a special district located on the North Shore of Lake Tahoe in Tahoe City, California, serves a 31-square mile area, lying within both Placer and El Dorado Counties, extending from Emerald Bay to Dollar Hill and along the Truckee River to the Nevada County line. TCPUD provides safe and reliable water supply to 5,740 customers, sewer service to 7,725 customers, and manages numerous parks, beaches, facilities, and recreation programs for residents and an extensive visitor population.

A five-member Board of Directors, elected for four-year terms, governs the TCPUD. The Board of Directors elects a Board President and Vice President from among the five members to serve a one-year term. Board members also serve on one or more of the TCPUD's standing committees (Sewer & Water, Parks & Recreation, and Finance). Board and Committee meetings are held monthly, publicly noticed, and the public is encouraged to attend.

Under direction from the Board of Directors, the General Manager oversees day-to-day operations of the District and directs a staff of 61 full-time employees. The District's total operating budget for Water, Sewer, and Parks & Recreation in 2024 is \$18,842,660 along with a total 2024 capital budget of \$20,225,895.



## About the Position

The Water Quality and Regulatory Compliance Administrator plays a critical leadership role within TCPUD's Utilities Department, overseeing programs that protect drinking water quality, ensure regulatory compliance, and support responsible water conservation. This position is responsible for planning, administering, and coordinating the District's water quality and compliance programs, ensuring that operations meet all applicable federal, state, and local regulations. The Administrator serves as the District's primary liaison to regulatory agencies and provides strategic leadership to maintain safe, reliable, and legally compliant water system operations that support the District's mission and long-term goals.

In this role, the Administrator leads water quality monitoring and regulatory compliance efforts across the District's water system. Responsibilities include overseeing sampling programs, coordinating laboratory testing, analyzing water quality data, preparing regulatory reports, and ensuring accurate and timely compliance with drinking water standards. The position also plays an important role in program development and improvement—evaluating emerging regulations, identifying potential risks, and implementing policies and procedures that enhance operational efficiency and long-term regulatory compliance.

The Administrator works closely with the Director of Utilities and provides supervision to professional, technical, and clerical staff while coordinating with consultants, contractors, and regulatory agencies. The role requires strong technical expertise, sound judgment, and the ability to translate complex regulatory requirements into effective operational practices. Through collaboration across departments and engagement with the public and partner agencies, this position helps ensure that TCPUD continues to provide safe, high-quality water service to the community while maintaining transparency, accountability, and environmental stewardship.



## The Ideal Candidate

The ideal candidate for the Water Quality and Regulatory Compliance Administrator is a knowledgeable and motivated professional who is passionate about protecting water quality and ensuring regulatory excellence.

The ideal candidate brings a strong foundation in environmental science, engineering, or a closely related field, along with progressively responsible experience managing water quality monitoring, reporting, and compliance programs. This individual is comfortable working at the intersection of science, operations, and regulation—able to interpret complex regulatory requirements, analyze technical data, and translate that information into effective programs, policies, and operational practices that support safe and reliable water service.

Successful candidates will demonstrate a commitment to TCPUD's Core Values, strong leadership and problem-solving skills, and be able to independently manage complex programs and make sound decisions within their areas of responsibility. They are effective communicators who can clearly present technical information to a wide range of audiences—including staff, regulatory agencies, leadership, and the public—and who value collaboration across departments and with external partners. A commitment to continuous improvement, regulatory compliance, and public service will be essential in guiding the District's water quality and conservation programs into the future.

For more information on the essential functions of this position and the required experience and qualifications, please see the attached job description.



## Compensation & Benefits

The annual salary range for this position is \$126,068 - \$163,862. Placement within this range is based on qualifications and experience. In addition, TCPUD offers an attractive benefits package, including:

**Retirement:** The District participates in the California Public Employees' Retirement System (CalPERS).

**Deferred Compensation:** The District participates in the CalPERS 457 Plan with a 2% contribution made by TCPUD.

**Medical Insurance:** The District currently provides and pays the full premium for employee plus qualified dependents for the CalPERS Gold PPO Plan.

**Dental and Vision Insurance:** The District currently provides and pays the full premium for a \$1,500 annual dental benefit for employee plus qualified dependents and a \$500 annual vision benefit for employee plus qualified dependents.

## Application & Selection Process

Candidates interested in this outstanding opportunity are encouraged to submit their cover letter and resume to Caty Delone at [cdelone@tcpud.org](mailto:cdelone@tcpud.org). The first review of applications will be **Friday, April 3<sup>rd</sup>, 2026**. Following this date, resumes will be screened according to the qualifications outlined in the job description. Those candidates most qualified will be invited for in-person interviews.

If you have questions, please reach out to Caty DeLone, Human Resources Manager at 530-580-6043 or [cdelone@tcpud.org](mailto:cdelone@tcpud.org).



## **TAHOE CITY PUBLIC UTILITY DISTRICT DRAFT Job Description**

**Job Title:** Water Quality and Regulatory Compliance  
Administrator  
**Assigned To:** Utilities  
**Department:** Utilities  
**Supervised By:** Director of Utilities  
**FLSA Status:** Exempt  
**Revised as of:** March 2026

### **JOB SUMMARY**

To plan, administer, coordinate, and oversee the District's water quality, water conservation, and regulatory compliance programs within the Utilities Department. This position is responsible for strategic program development, water quality monitoring and field sampling activities, regulatory compliance oversight, budget development and management, policy development, interagency coordination, and technical leadership. The Administrator provides independent decision-making authority within assigned program areas and serves as the District's primary liaison to regulatory agencies regarding water quality and compliance matters. The position manages programs, develops long-term strategies, and ensures effective, efficient, and legally compliant operations in support of District goals.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Utilities.

Provides direct supervision over professional, technical and clerical support positions.

Exercises technical and functional supervision over consultants and contractors engaged in assigned programs.

### **ESSENTIAL FUNCTIONS**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Develop, implement, and administer Utilities Department water quality, water conservation, and regulatory compliance programs, including establishing goals, performance metrics, policies, and procedures.
- Provide strategic leadership in ensuring long-term regulatory compliance and operational sustainability.
- Develop and implement program improvements to enhance efficiency, reduce risk, and support District strategic objectives.
- Serve as the District's primary regulatory compliance officer for assigned Utilities programs.

- Research, interpret, and apply complex federal, State of California, and regulatory agency laws, rules, and requirements related to drinking water quality, surface water treatment, and water conservation; develop and update internal policies and procedures to ensure compliance, remain current on regulatory changes, and advise management accordingly.
- Direct, coordinate, participate in, and oversee field operations related to water system infrastructure disinfection and regulatory compliance activities, including development and implementation of water quality sampling plans in accordance with federal and state regulations.
- Plan and carry out routine and special-purpose water sampling from multiple locations throughout the District's water system, including source water, treatment facilities, storage tanks, distribution system sites, and customer service connections.
- Ensure proper sample collection techniques, preservation, handling, documentation, and chain-of-custody procedures are followed; Coordinate and submit samples to certified laboratories for required bacteriological, chemical, physical, and radiological analyses.
- Represent the District in formal communications, inspections, audits, and enforcement matters with regulatory agencies.
- Coordinate and perform all water quality sampling, testing, data analysis, and reporting to ensure compliance with all applicable federal, state, and local regulatory requirements.
- Prepare, review, analyze, and submit required regulatory reports, including but not limited to drinking water quality reports, surface water treatment reports, water quality monitoring reports, sewer collection system reports, and water conservation-related reporting.
- Monitor and evaluate water quality and water conservation data; identify trends, potential compliance issues, and operational impacts; and recommend corrective actions or program improvements.
- Conduct field inspections related to water quality, water conservation, and regulatory compliance; document findings and recommend follow-up actions.
- Assist in the operation and development of the District's Computerized Maintenance and Asset Management Systems in areas related to water quality, treatment and operational data collection and reporting.
- Review and provide comment on documents provided by others, to include reports, studies, estimates, budgets, schedules, permits, environmental documents, agreements, easements, ordinances, policies, procedures, and any other document within the expertise of the incumbent.
- Respond to customer inquiries and concerns related to water quality and water conservation; develop and deliver educational materials and outreach initiatives; and support implementation of District public relations and customer engagement strategies.
- Assist higher-level management in the planning, coordination, and implementation of special projects, studies, and initiatives within the Utilities Department.
- Collaborate with District departments to integrate compliance, environmental, and operational data into strategic initiatives.
- Provide technical and functional guidance to Utilities Department staff related to assigned programs and projects.
- Prepare, review, analyze, and submit required regulatory reports related to water quality, water conservation, and compliance activities; ensure accuracy, completeness, and timely submission through effective data collection, recordkeeping, and documentation management.
- Conduct technical studies and data analysis; develop findings, recommendations, and supporting documentation; and prepare clear, accurate reports, memoranda, correspondence, and presentations for internal and external stakeholders.
- Prepare and assist management with reports, presentations, and supporting materials for the Board, committees, regulatory agencies, and the public; including development of persuasive justifications and explanatory materials as needed.

- Act as representative and liaison to regulatory agencies, public agencies, elected officials, non-governmental organizations, customers, property owners, and operating departments related to assigned District projects and activities.
- Attend various committee/board and other governmental and non-governmental meetings and serve on various committees and task forces.
- Research and recommend new technology in order to maintain safe, cost effective and efficient operation and maintenance of water production, water treatment, water distribution and sewer collections.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain, and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Develop, administer, and monitor program budgets, including preparing and justifying budget requests, forecasting expenditures, and ensuring fiscal responsibility through ongoing expenditure oversight.
- Supervise the work of contracted consultants.
- Attend and participate in public and internal meetings.
- Perform all other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **1. Knowledge of:**

- Principles, practices, and methods of water quality monitoring, testing, analysis, and reporting.
- Federal, State of California, and local regulations governing drinking water quality, surface water treatment, and water conservation.
- Water quality sampling/collection methods and analytical procedures.
- Risk management and regulatory enforcement processes.
- Principles and practices of data analysis, report preparation, and regulatory compliance.
- Water conservation programs, reporting requirements, and best practices.
- Basic principles of project coordination and consultant oversight.
- Customer service principles and techniques, including responding to complaints and inquiries.
- Principles and practices of budgeting and financial analysis.
- Research techniques, sources, and availability of information, and methods of report presentation.
- Administrative principles and methods, including goal setting, program and budget development, work planning, and organization.
- Modern office practices, methods, and computer equipment; including relevant software applications, i.e. – Microsoft Office Suite.
- Principles and practices of customer service.
- Safe work practices.

### **2. Ability to:**

- Organize, implement, and administer complex regulatory and compliance programs.

- Exercise independent judgment and make policy-level decisions within assigned authority.
- Develop, control, and administer program budgets.
- Lead and supervise professional and technical personnel.
- Negotiate and manage professional services contracts.
- Read, analyze, and interpret technical, scientific, and regulatory data and prepare clear and accurate reports.
- Research, interpret, and apply laws, regulations, policies, and procedures related to water quality and water conservation.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Understand and apply District policies, procedures, standards, ordinances, and practices to work assignments.
- Prioritize and exercise sound judgment within areas of responsibilities.
- Understand, interpret and apply Federal, State and local laws and codes and regulations pertaining to work assignments.
- Act independently and make decisions conforming to District policies, procedures, standards, and ordinances.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- Operate and use modern office equipment including computers and applicable software.
- Effectively utilize standard office software (spreadsheet, word processing, database, email, calendar and others) at an advanced level.
- Utilize record management software (Geographic Information Systems (GIS), Laserfiche, etc.) at a proficient level with the ability to become advanced in any given software.
- Explain projects, regulations, and procedures to District Board and staff, consultants, contractors, developers, the general public, or representatives of other public agencies.
- Review or prepare any work product in a clear, accurate, and concise fashion in conformance with District standards.
- Monitor own work product for quality and accuracy.
- Interpret and apply safety rules and regulations to work assignments.
- Read, write, and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar, and punctuation.
- Communicate effectively, tactfully, and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the performance of work.

## **EDUCATION AND TRAINING REQUIREMENTS**

### **1. Education and Experience Requirements:**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, environmental policy and planning, environmental science engineering, civil engineering, water/wastewater process engineering or closely related field.

Experience: Five (5) years of progressively responsible professional experience in the administration of water quality analysis, reporting and compliance programs.

## **2. Certification & Licensing Requirements:**

- Possession of appropriate and valid driver’s license and driving record that complies with District policy.
- Possession of a valid T3 Water Treatment Plant Operator Certificate issued by the California State Department of Public Health. Or the ability to obtain within 18 months
- Possession of a valid D3 Water Distribution Operator Certificate issued by the California State Department of Public Health. Or the ability to obtain thin 18 months
- Possession of a valid Grade II Collection System Maintenance Certificate issued by the California Water Environment Association or the ability to obtain certificate within eighteen (18) months of employment.

## **ENVIRONMENTAL CONDITIONS**

Work is performed in both office and field environments. Field duties require exposure to varying weather conditions, including extreme cold, heat, rain, snow, wind, and icy conditions. Position requires working outdoors in remote or uneven terrain, around water system facilities, roadways, construction sites, and confined or restricted spaces while collecting water samples and performing related compliance activities. Employee may be exposed to noise, dust, chemicals (including disinfectants such as chlorine), and other typical hazards associated with water utility operations. Appropriate personal protective equipment (PPE) is required.

Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work, and the ability to travel.

## **PHYSICAL JOB ANALYSIS**

Daily Occurrence defined as: RARELY  $\leq$  one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

### **1. Gross Body Movement**

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Continuously
Standing	Occasionally
Walking	Occasionally
Walking on uneven terrain	Occasionally
Driving	Occasionally
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

### **2. Job-Specific Body Movement**

<u>Activity</u>	<u>Daily Occurrence</u>
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Bending at waist	Occasionally
Climbing (stairs/ladders/etc.)	Rarely
Crawling	Rarely
Crouching	Occasionally
Kneeling	Occasionally
Pushing (10 lbs.)	Occasionally
Pulling (10 lbs.)	Occasionally
Stooping	Occasionally
Working at heights	Rarely
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Occasionally
Working/Reaching at desk level	Continuously

### 3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Frequently
11 to 25 lbs.	Occasionally
26 to 50 lbs.	Occasionally
51 to 75 lbs.	N/A
76 to 100 lbs.	N/A
Over 100 lbs.	N/A

### 4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Occasionally
Pushing	Occasionally
Fine Manipulation	
Typing/Keyboard	Continuously
Calculator	Frequently
Writing	Continuously
Hand tools	Rarely
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Frequently
Computer mouse	Continuously
Phone receiver	Continuously
Power Grip	
Power tools	Rarely

Equipment (shovel, etc.)	Rarely
Arm	
Lateral	Frequently
Rotation	Occasionally

**5. Height of Objects Reached/ Used**

<u>Object</u>	<u>Height</u>
Filing cabinets	5 feet
Shelves/Storage	6" above head

**6. Mental Requirements**

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Continuously
Interpreting	Continuously
Knowing	Continuously
Observing	Frequently
Problem Solving	Continuously
Remembering	Continuously
Understanding	Continuously
Explaining	Continuously

APPROVED BY: