



Town of Pepperell

Department of Public Works

DPW Compliance Specialist

Job Description

Job Title: DPW Compliance Specialist **Department:** Dept. of Public Works
Supervisor: DPW Director **Division:** Administration
Hours Worked: Full-Time (40hrs./week) **FLSA Status:** Exempt
Salary: Non-Union / Grade 11 (Grade 9 July 2026)

DPW COMPLIANCE SPECIALIST

Position Purpose:

The purpose of this position is to perform responsible work for the collection, analysis, reporting, and distribution of information regarding the operation and regulatory compliance of the Department of Public Works and all other related work as required. The DPW Compliance Specialist is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of DPW operations and exercises good judgment and initiative to perform duties, prioritizes and completes assigned tasks, and analyzes the facts and/or circumstances surrounding individual problems with minimal daily supervision. Is able to work independently in the performance of the work. Is required to act cooperatively with other Town employees, vendors and contractors in the performance of the work.

Supervision Received: Works under the supervision of the DPW Administration receiving written and/or verbal directions daily. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: None.

Job Environment:

Work is occasionally performed outdoors at which time the employee may be exposed to weather extremes of heat and cold temperatures and inclement weather. Employee is required to traverse

uneven terrains and is subject to the hazards associated with construction sites and working with toxic chemicals. Work environment is occasionally noisy, and at times very loud.

Work is primarily administrative in nature. Part (<30%) of time is field work that is performed at remote DPW facilities and in the field.

Employee may be required to work outside of normal business hours. In addition, employee may be required to work on weekends and evenings as dictated by emergencies and other situations. Employee may be contacted at home at any time to respond to important situations and emergencies. Employee may be required to work alone.

Operates office equipment, data collection, sample collection and sample analysis equipment and like equipment/tools in the execution of the work.

Interacts frequently with other Town employees, vendors, contractors, regulatory agencies, and the general public. Communication is generally in person, in electronic formats, and by phone, involving information exchange dialogue. Employee must conduct themselves professionally.

Errors in judgment may impose undue and substantial expense. Errors may result in regulatory noncompliance and penalties; delays, loss of service, and damage to buildings and equipment and injury to others may occur.

Essential Functions:

(The essential functions or duties listed below 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.)

- Performs a wide range of environmental and regulatory compliance duties in the DPW's water, wastewater and stormwater programs.
- Analyzes and evaluates proposed environmental legislation, develops and implements regulatory compliance programs, policies, and procedures designed to ensure the DPW's compliance with federal, state, and local regulations.
- Conducts a variety of studies related to the implementation of assigned programs; performs a broad range of professional scientific research and work; collects, computes, and analyzes data; prepares findings and recommendations.
- Organizes, controls, and where appropriate coordinates with consultants.
- Coordinates the permitting process in DPW environmental programs; arranges required testing processes and monitors results; investigates variances and deviations from standards; evaluates compliance issues for action by the DPW; reports results to various regulatory agencies; compiles and completes required permit applications.

- Conducts and/or participates in compliance audits; conducts sampling in accordance with mandated standards; evaluates findings and reports on compliance status.
- Receives and responds to communications from other agencies and the general public on program issues. Interfaces with the public regarding issues related to the operations of the Divisions. Works with other DPW staff to formulate methods and approaches for addressing community and agency concerns.
- Drafts and/or prepares technical reports, emergency response plans, business correspondence, and contracts; maintains a diverse range of records, databases, and documents on assigned program operations and activities.
- Notifies Division Heads (Water Chief Operator, Wastewater Superintendent, and Highway Supervisor) of compliance issues and coordinates activities to ensure compliance.
- Other related duties as assigned.

Minimum Qualifications:

- Two-year – Associates Degree in a scientific field
- Possession of a valid Class D driver’s license
- Knowledge of Microsoft Office and web-based programs and applications
- Familiarity with compliance monitoring and reporting processes and procedures

Preferred Qualifications:

Additionally, preferred candidates will have the following licensure.

- Four-year – Bachelor’s Degree in a scientific field
- MassDEP Water Operator and/or Wastewater Operator licensure
- Experience with MassDEP and EPA reporting processes and procedures
- Capability in the collection of data and management of GIS databases

The Town reserves the right to accept any combination of experience, education and licensure in the selection and hiring of employees.

Knowledge, Ability and Skill:

Knowledge: Extensive knowledge of computer software for the collection, management and reporting of data relative to the operation and maintenance of municipal water, wastewater, and stormwater systems, knowledge in the principles, procedures, methods, equipment, materials, and tools used in the daily operation of same; familiar with the laws/rules/regulations pertaining to DPW operations. Familiar with regulatory reporting requirements.

Ability: Ability to organize time, multi-task, work independently, and maintain detailed records. Aptitude and attention to detail and accuracy. DPW Compliance Specialist must possess the ability to read, understand, and interpret technical documents; the ability to work effectively under time constraints to meet deadlines.

Skill: Expertise and skill in utilizing water, wastewater, and stormwater sampling and testing procedures; personal computers, and spreadsheet applications. Clear, concise verbal and written communications.

Special Requirements: Ability to establish and maintain effective working relationships with associates, subordinates, and the public.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light physical effort is generally required which involves occasionally lifting up to 40 pounds. While performing the functions of this job the employee may be required to stand, walk, talk, sit and hear for extended periods. Regularly required to use hands to finger, handle, feel objects, tools or controls; reaches with hands and arms, crawls and climbs. Vision and hearing must be at or correctable to normal ranges.

Ability to use and wear personal protective equipment and clothing such as head protection, hearing protection, eye protection, foot and hand protection, and respiratory protection.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Equal Employment Opportunity (EEO) Employer

The Town of Pepperell provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town of Pepperell expressly prohibits any form of workplace harassment based on race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Pepperell's employees to perform their job duties may result in discipline up to and including discharge.