



## INTERNSHIP OPPORTUNITY

**POSTING DATE:** 1/17/20      **CLOSING DATE:** 2/7/20

**POSITION:** Regulatory Compliance Specialist (Internship)

**STARTING RATE:** \$18 an hour

**WORKPLACE LOCATION:** 1124 Regal Row, Austin, TX 78748

**TO APPLY:** Qualified and interested parties must submit a resume and cover letter describing your interest and qualifications for the position.

**POSITION:** Regulatory Compliance Specialist (Internship)

**TERM:** Position will be temporary beginning February 2020 through August 31, 2020.

**HOURS:** This position requires 30-32 hr/week.

### **JOB DESCRIPTION:**

BSEACD is seeking to hire a **Regulatory Compliance Specialist Intern** to review and process permit applications, interpret District Rules, provide technical guidance on well construction and groundwater policies, and perform site inspections and field work. This position will provide support to the Regulatory Compliance Team, which is responsible for a wide range of the District's responsibilities including: drought management, permitting, compliance enforcement, permit application review, rulemaking, rule and well construction standard interpretation, well inspections, and oversight of well plugging/drilling in the District.

The person in this position will report administratively to the General Manager but will work under the direction and guidance of the program team leader to perform responsibilities associated with permitting review and well construction standards; coordinating and conducting investigations in support of assigned projects; developing program information with appropriate staff; tracks activities of drilling contractors; interfaces with other agencies on program matters; maintains relevant databases and forms; makes recommendations for the improvement in processes related to responsible programs; keeps the team informed of field inspection activities.

### **ESSENTIAL JOB FUNCTIONS**

#### ***Administrative Review***

- Review, evaluate, and process well registration forms, residential well drilling applications and well construction standards in compliance with specified procedural timeframes;
- Review and evaluate permit compliance and assist in permit and rule enforcement;
- Perform duties associated with drought stage management including pumpage compliance analysis, report generation, and all associated documentation and correspondence;
- Communicate technical and regulatory information, both verbally and in writing, to well drillers, permittees, homeowners, consultants, engineers, technical staff and the general public;
- Interact in a team environment, with external agency representatives, stakeholders groups and individuals representing diverse public, personal, and professional interests;
- Initiate and organize program activities, identify problems, evaluate alternatives, and implements effective solutions.
- Manage multiple tasks and extensive workloads while providing constant technical guidance by phone or in person;
- Handle situations involving unsatisfied citizens or noncompliant groundwater users.

- Provide support to other teams by assisting with ongoing aquifer science research, fieldwork, and education and outreach events.

#### ***Field Work and Technical Guidance***

- Review and interpret geophysical logs, driller logs, state well reports and other information to groundwater wells;
- Maintain District databases and permitting files including data entry and records management;
- Maintain District field equipment;
- Gather, assemble, correlate, and analyze data; prepare and edit reports;
- Perform field work including: on-site regulatory oversight of well drilling and plugging activities, new well and plugging inspections, routine permittee inspections, well sampling, meter readings, and compliance investigations/enforcement;
- Locate, inspect, and identify non-compliant wells, abandoned wells and non-permitted or illegal well drilling activities;
- Other duties as assigned, such as scheduling and record keeping of District fleet maintenance.
- Develop and assist in design and maintenance of website and public information materials.
- Develop informational materials relating to policy, permitting, well construction
- Database user guides: Develop guidance handouts or videos tutorials for permittee audience

#### **PREFERRED QUALIFICATIONS**

- Experience and skills with Microsoft Access, ArcGIS, and Adobe.
- Experience with water quality sampling and field work equipment
- An introductory knowledge or academic study in water resources management, hydrogeology, environmental science, geography, groundwater policy and management etc.

#### **PHYSICAL AND OTHER REQUIREMENTS**

The Regulatory Compliance Specialist must be able to work outside in all weather conditions and carry heavy equipment or supplies in excess of 50 lbs. The office work location is the District's office in far south Austin, near Manchaca, and must be able to arrive at work on time and remain in the office or field until the workday is complete. Candidate must have a valid Texas driver's license.

#### **TO APPLY:**

Apply by February 7, 2020. Qualified and interested parties must submit a resume and cover letter describing your interest and qualifications for the position.

#### **Resumes and cover letters can be sent via email:**

BSEACD

Attn: Vanessa Escobar

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Austin, Texas 78748

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