



## EMPLOYMENT OPPORTUNITY

**POSTING DATE:** December 8, 2016    **CLOSING DATE:** January 11, 2017

**POSITION:** Regulatory Compliance Specialist

**STARTING RATE:** \$20.00 -22.00 an hour dependent on qualifications (base pay with opportunity for additional performance-based compensation)

**MAILING ADDRESS:** BSEACD, 1124 Regal Row, Austin, TX 78748

### JOB DESCRIPTION

BSEACD is seeking to hire a Regulatory Compliance Specialist to review and process permit applications, interpret District Rules, provide technical guidance and assess compliance with applicable rules and regulations. 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 directly to the Regulatory Compliance Team Leader and administratively to the General Manager.

### ESSENTIAL JOB FUNCTIONS

#### *Administrative duties include:*

- Review, evaluate, and process well registration forms, and permit applications in compliance with specified procedural timeframes;
- Review and evaluate permit compliance and assist in permit and rule enforcement;
- Interpret, review, and develop District rules, policy, internal protocol and technical standards consistent with Board direction, annual management plan objectives and strategic planning goals.
- 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 duties include:*

- 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;
- 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.

#### **MINIMUM QUALIFICATIONS**

- A Bachelors degree from an accredited college or university with major coursework in Environmental Science, Water Resources Management, Environmental Policy, Public Administration, Geography, Geology, Hydrology, or closely related field;
- Two (2) years of relevant experience related to: water resources, administratively implementing and enforcing rules/ordinances, permitting, environmental compliance inspections and investigations, groundwater wells, environmental sampling and monitoring, or public administration;
- Experience and skills with spreadsheets, Microsoft Office programs including Word, Excel, Power Point, Access, and Adobe Pro.
- Knowledge and understanding of water resources issues in central Texas, with special emphasis on public water systems and water supply, planning, and policy.
- Relevant education and experience can be substituted on a year-for-year basis.

#### **PREFERRED QUALIFICATIONS**

- One (1) or more years of relevant experience working with groundwater conservation districts;
- Three (3) or more years of relevant experience related to environmental permit review, regulatory compliance or environmental inspections.
- Three (3) or more years of relevant experience related to water well drilling, well construction, and groundwater sampling.
- Experience and skills with Microsoft Access, ArcGIS, and Adobe Professional.
- Experience with equipment such as down-hole cameras, transducers, e-line devices, multi-parameter field probes.
- Knowledge of local, state, and federal laws and regulations relevant to groundwater policy and water resources management in Texas.
- An introductory knowledge of statewide trends in water resources management and innovative strategies such as water reuse, brackish groundwater and seawater desalination, aquifer storage and recovery, rainwater harvesting, water conservation plans, water loss audits, water conservation education and public awareness.

#### **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. Occasional evening or weekend work might be required. Candidate must have a valid Texas driver's license.

**TO APPLY:**

**Apply by January 11, 2017.** Qualified and interested parties must submit a complete application package, which includes the following:

1. Resume,
2. Cover letter describing your interest and qualifications for the position, and
3. An online Applicant Information Form (<https://www.surveymonkey.com/r/K6DNLZN>)  
Resumes and cover letters can be sent via email:

BSEACD

Attn: Vanessa Escobar

1124 Regal Row

Austin, Texas 78748

[vescobar@bseacd.org](mailto:vescobar@bseacd.org)

**Note: Only complete application packages (including resume, cover letter AND a submitted Applicant Information Form) will be considered. A short list of candidates will be selected for interviews held in mid January 2017. No phone calls, please.**