



## EMPLOYMENT OPPORTUNITY

<b>POSITION:</b>	Regulatory Compliance Specialist
<b>COMPENSATION:</b>	\$52,000-59,000 annual (commensurate with experience)
<b>BENEFITS:</b>	Competitive health, dental, and vision insurance, life insurance, retirement plan, and paid leave
<b>POSTING DATE:</b>	June 7, 2022
<b>CLOSING DATE:</b>	Open until filled

### JOB SUMMARY

Under supervision and direction from the Regulatory Compliance Manager, the Regulatory Compliance Specialist is responsible for regulatory tasks primarily relating to the review and processing of permit applications, interpreting District Rules and well construction standards, and providing technical guidance and oversight on permitting and drilling activities. This position also supports the other regulatory team tasks and activities including drought management, compliance enforcement, and rulemaking. The person in this position reports directly to the Regulatory Compliance Manager and administratively to the General Manager. The “Essential Functions” enumerated below will be learned via on-the-job training provided to the new hire by District staff.

**ESSENTIAL JOB FUNCTIONS:** Within the primary areas of responsibility, the Regulatory Compliance Specialist is responsible for the following essential functions:

#### Regulatory Compliance & Administrative:

- Review, evaluate, and process multiple types of permit applications for registrations, drilling authorizations, and groundwater production.
- Review and evaluate permit compliance and assist in permit and rule enforcement.
- Maintain and update all permitting forms and guidance documents as needed.
- Maintain databases and permitting files including data entry and records management.
- Locate, inspect, and identify noncompliant wells, abandoned wells, and nonpermitted or illegal well drilling activities.
- Initiate and organize program activities, identify problems, evaluate alternatives, and implements effective solutions.
- Receive and enter meter readings, collect late readings, and analyze monthly pumpage.
- Assist with drought notification and compliance.

#### Technical Guidance and Filed Operations:

- Provide on-site regulatory oversight of well drilling and plugging activities.
- Communicate technical and regulatory information, both verbally and in writing, to well drillers, permittees, homeowners, consultants, engineers, technical staff, and the general public.

- Review and interpret driller logs, state well reports and other information to groundwater wells.
- Participate in and support workshops and exhibits as part of the community outreach initiatives for the District.
- Maintain field equipment including, but not limited to: Horiba water quality instrument, e-lines, and other inspection tools.
- Perform new well and plugging inspections, routine permittee inspections, well sampling, meter readings, and compliance investigations/enforcement.
- Perform groundwater water quality sampling, monitoring, analysis, and inspections.

#### **EDUCATIONAL/EXPERIENCE REQUIREMENTS:**

A Bachelor's degree in Environmental Science, Water Resources Management, Environmental Policy, Public Administration, Geography, Geology, Hydrology, or closely related field is required. A candidate with a minimum of one-to-two years of experience related to water resource planning or management is preferred. New college graduates are also encouraged to apply as well as those with a Master's degree.

#### **PREFERRED SKILLSETS**

Database management, spatial analysis using a geographic information system (GIS), and/or statistical analysis skills are preferred.

#### **PHYSICAL REQUIREMENTS:**

Job performance requires ability to work outside in all weather conditions and carry heavy equipment or supplies in excess of 50 lbs. Job is performed primarily in an office environment with frequent fieldwork activities, trips to other offices and exposure to a variety of weather conditions.

#### **ABOUT THE BARTON SPRINGS/EDWARDS AQUIFER CONSERVATION DISTRICT**

The Barton Springs/Edwards Aquifer Conservation District (District) is a Groundwater Conservation District with jurisdictional area including parts of Travis, Hays, and Caldwell counties. Please visit our [website](#) to learn more about who we are and what we do.

#### **HOW TO APPLY:**

The District is an equal opportunity employer. All qualified and interested candidates should submit a complete application package including a letter of interest, resume, and contact information for three references. Please submit your application package to [dmarino@bseacd.org](mailto:dmarino@bseacd.org) with "RC Specialist application" in the subject line. Review of applications will begin June 27, 2022, and the position will remain open until filled.