

Victoria County Groundwater Conservation District

Employment Opportunity

POSITION: Compliance Specialist

POSITION TYPE: Non-Exempt, Full-Time

PAY RANGE: \$25.10 to \$30.67 per hour

BENEFITS: Health Insurance, Retirement, and Leave Accrual

APPLICATION SUBMITTAL:

Applications with resumes may be submitted via email to admin@vcgcd.org or by US Mail to Victoria County Groundwater Conservation District, P.O. Box 69, Victoria, Texas 77902. Applications may be downloaded from the District's website: www.vcgcd.org.

DEADLINE:

Application submittals will be accepted until the position is filled.

POSITION SUMMARY:

The position reports to the General Manager and is responsible for providing technical services to the Victoria County Groundwater Conservation District and other entities supported by the District. Work tasks include reviewing permitting records; processing complaints and investigation requests; identifying and properly documenting potential and alleged violations of the Rules of the District, permits issued by the District, and state and local regulations related to water wells and groundwater resources; seeking and assisting parties achieve voluntary compliance; develop, track, and process enforcement cases; and any additional responsibilities assigned by the General Manager.

RESPONSIBILITIES:

- Providing customer service to landowners, permit applicants, well drillers, staff of local and state agencies, and members of the public in a polite and courteous manner.
- Monitoring of water well casing placement and sealing of annulus space.
- Reviewing and processing of water well logs submitted by water well drillers.
- Monitoring the compliance with conditions of permits and waivers granted by the District.
- Inspecting water wells to ensure compliance with Rules of the District, permits and waivers issued by the District, and state and local regulations related to water wells and groundwater resources.
- Processing the applications to investigate potential or alleged violations of the Rules of the District, permits and waivers issued by the District, and state and local regulations related to water wells and groundwater resources.
- Investigating and documenting the potential or alleged violations of the Rules of the District, permits and waivers issued by the District, and state and local regulations related to water wells and groundwater resources.
- Communicating with individuals and entities regarding potentially or allegedly violating the Rules of the District, permits and waivers issued by the District, and state and local regulations related to water wells and groundwater resources.

- Assisting individuals and entities to achieve administrative compliance with violating the Rules of the District, permits and waivers issued by the District, and state and local regulations related to water wells and groundwater resources.
- Developing and maintaining investigation records and documentation;
- Developing and maintaining enforcement case records and documentation;
- Maintain spatial and record database of investigations and enforcement cases;
- Complete other job duties as assigned by General Manager.

EDUCATION REQUIREMENTS AND PREFERENCES:

- A high school diploma or equivalent required.
- Education in geology, groundwater conservation, water well drilling, or environmental sciences is preferable.

EXPERIENCE REQUIREMENTS AND PREFERENCES:

- Experience completing clerical tasks in an office environment is required.
- Experience providing customer service and resolving customer issues is required.
- Experience responding to correspondence is required.
- Experience entering data into spreadsheets and databases is required.
- Experience working with local governmental entities in water resources or related field is preferred, but not required.
- Experience in local government related to regulatory activities, permitting, or code enforcement is preferred, but not required.

KNOWLEDGE REQUIREMENTS AND PREFERENCES:

- Working knowledge of Microsoft Operating System is required.
- Working knowledge of Microsoft office software including Word, Excel, and Outlook is required.
- Working knowledge of the use of office equipment including computers, scanners, printers, phones, and cameras is required.
- Working knowledge of geographic information systems (GIS) and global positions system (GPS) equipment is preferred.
- Working knowledge of dataloggers and field instruments used for environmental monitoring is preferred.
- Knowledge of data management procedures including data collection, organizing data, and data analysis is preferred.
- Knowledge of water well construction is preferred.
- Knowledge of hydrogeologic principals and systems is preferred.

ABILITIES REQUIREMENTS AND PREFERENCES:

- Ability to learn, understand, and evaluate complex regulations related to water wells and groundwater resources.
- Ability to enter, maintain, and use spatial and tabular data to produce maps, reports, and information related to work responsibilities is preferred
- Ability to work in varying terrain and environmental conditions is required.
- Ability to apply reading, writing, and math skills to complete work tasks.
- Ability to clearly and concisely communicate, both verbal and written.
- Ability to start and complete tasks in a timely fashion with limited supervision.
- Ability to complete tasks with a high level of attention to detail and minimal errors.

- Ability to work with other technical and administrative staff in office and field environments.
- Ability to maintain and impose order on work records and filing systems.
- Ability to complete tasks in a work environment with changing priorities and dynamic processes.
- Ability to perform field work for extended periods of time is required.
- Ability to perform office work for extended periods of time.
- Ability to use computers, tablets, smart phones, printers, and scanners to completion of work tasks.
- Ability to operate a motor vehicle.
- Ability to lift and carry objects up to 40 pounds.
- Ability to read, write and understand Spanish is preferred.