



JOB SUMMARY

Under the supervision and direction of the Regulatory Compliance Manager, the **Regulatory Compliance Specialist** is responsible for several tasks 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 proposed 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.

The **Regulatory Compliance Coordinator** is distinguished by having 1-3 years of direct experience with a groundwater conservation district (GCD) and by having more advanced data management and analysis skills as described below. The Reg Comp Coordinator is expected to require less direction than a Reg Comp Specialist.

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.

EMPLOYMENT OPPORTUNITY

POSITION:	Regulatory Compliance Specialist or Coordinator: full-time position: 5 days/40 hours per week
COMPENSATION:	Specialist: \$56,000-60,000 annual salary, depending on experience Coordinator: 62,000-68,000, annual salary depending on experience
BENEFITS:	Competitive health, dental, and vision insurance, life insurance, retirement plan, and paid leave
POSTING DATE:	May 15, 2023
CLOSING DATE:	Open until filled

- Initiate and organize program activities, identify problems, evaluate alternatives, and implement 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 groundwater water quality sampling, monitoring, analysis, and inspections.

Data Management/Analysis - *for the Reg Comp Coordinator position*

- Assist Reg. Comp Manager with developing data analysis procedures to collect and analyze groundwater production and/or water quality data.
- Compile data on groundwater pumpage trends in the District; prepare or edit reports, studies, or specialized projects.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

For the *Specialist*, a Bachelor's degree in Environmental Science, Water/Natural Resource Management, Sustainability Studies, Geography, Geology, Hydrology, or closely related field plus up to one year of experience related to water resource planning and/or management. New college graduates are also encouraged to apply.

For the *Coordinator*, the same as above, but with 1-3 years of related experience with a GCD.

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 40 lbs. Job is performed primarily in an office environment with frequent fieldwork activities and other trips related to essential job functions.

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.

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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 via email to bseacd@bseacd.org with “Reg Comp Specialist” or “Reg Comp Coordinator” in the subject line. Review of applications will begin May 30, 2023, and the position will remain open until filled.