



817.249.2062
www.ntgcd.com

Groundwater Compliance & Data Coordinator

REPORTS TO: General Manager
LOCATION: 1100 Circle Drive, Ste 300, Fort Worth, Texas
SALARY RANGE: Commensurate with experience

General Description

The Groundwater Compliance & Data Coordinator is responsible for performing administrative, technical, and customer service duties related to the District's well registration, permitting, data management, and compliance programs. This position serves as a point of contact for well owners and provides support to District management, office staff, and field personnel. Work requires strong organizational skills, attention to detail, and the ability to interpret and apply District rules, policies, and procedures.

Essential Duties and Responsibilities

Data Management & Compliance Support

- Enter, interpret, and maintain data using District databases and Microsoft Office Suite.
- Assist office staff with issues related to water production reporting and billing.
- Track permit and registration expiration dates and renewal deadlines.
- Maintain records for permit approvals, renewals, and application statuses.
- Track completion reports and well logs for newly drilled wells.
- Maintain user access and permissions for the District web-based database.
- Assist with compliance efforts, including review of submitted information, follow-up with permittees, and documentation.

Customer Service & Public Interaction

- Serve as a primary point of contact for well owners, well operators, drilling contractors, and the general public.
- Respond to inquiries regarding well registration, permitting, groundwater production reporting, and related District rules.
- Communicate clearly and professionally via phone, email, and in person.

Well Registration & Permit Processing

- Review and process water well registration and permit applications in accordance with District rules.

- Utilize District databases to enter, verify, and track application information.
- Assist in reviewing submitted well registration applications.
- Coordinate regularly with management, field staff, and accounting regarding application status and compliance matters.

Administrative & Technical Support

- Assist with records management and database maintenance.
- Interpret legal descriptions, maps, and property ownership records.
- Assist with the preparation, setup, and organization of District board meetings and public meetings.
- Provide administrative and technical support to the Office Manager and field personnel.
- Provide groundwater-related educational assistance to the public.
- Perform other duties as assigned by the General Manager.

Preferred Qualifications

- High school diploma or equivalent required; Associate's degree or higher preferred
- Strong customer service skills with the ability to communicate effectively with diverse groups, including the public, well drillers, realtors, and governmental entities.
- Ability to quickly learn and apply District rules, regulations, and management plans.
- Proficiency with computers, including databases, Microsoft Word, Excel, and Outlook.
- Strong organizational skills and the ability to manage multiple tasks simultaneously.
- Working knowledge of groundwater, water resources, environmental science, or a related field preferred.
- Strong analytical and problem-solving skills.
- Excellent written and oral communication skills, including the ability to prepare clear and accurate correspondence and documentation.
- Ability to speak and interact professionally with individuals and groups representing diverse personal, public, and professional interests.

Work Environment

This is a full-time (40 hours per week) position located at the District office. Work is performed in an office environment with regular interaction with field staff and the public. Some duties may require limited travel within the District.

HOW TO APPLY

Interested candidates should submit a resume and cover letter:

-by mail to: Northern Trinity GCD Attn: Corey Jones
1100 Circle Dr., Suite 300, Fort Worth, Texas 76119

-by email to: coreyjones@ntgcd.com