



Prairielands Groundwater Conservation District

Permitting & Compliance Specialist Job Description

Position: Permitting & Compliance Specialist

Hours Required: Full Time (40 hours/wk) (Non-Exempt)

Immediate Supervisor: Permitting Director

Salary Range: \$22 to \$35/hr

Benefits: District provided medical, vision, and dental available following 60 days of successful employment. PGCD participates in the Texas County & District Retirement System (TCDRS), which is a qualified retirement plan under Section 401(a) of the Internal Revenue Code.

Job Summary:

The **Permitting & Compliance Specialist** works with the Permitting Director overseeing well registration and permitting application approval, and issuance processes to ensure proper permitting and documentation of groundwater/surface water use as well as verifying accuracy of groundwater production reports, communicating with well registrants and permit holders on compliance issues, and verifying and enhancing the District's well permit database. Will work under general supervision with reasonable latitude for the use of initiative and independent judgment.

Essential Duties:

- Processing, tracking and issuing non-exempt water well applications, permits, permit amendments, permit renewals, and monthly/annual pumpage reports within the District's Groundwater Management System.
- Drafting correspondence, verifying and tracking reports, as well as tracking and monitoring enforcement and non-compliance in conjunction with the Director of Field Operations and Permitting Director.
- Interacting with the public on a daily basis, including problem-solving, technical assistance, and fielding questions regarding the permitting process and the District (when necessary).

- Responsible for monitoring and maintenance of assigned permits to help ensure compliance.
- Preparation of technical review of assigned permit applications for board recommendation.
- Assisting with the production of monthly board packet materials pertaining to the permitting department.
- Ensuring the balance of daily reports on District permit and permitted allocation counts.
- Working with consultants to ensure permit documents and application process are completed accurately.
- Assisting with the implementation of District rules and regulations.

Knowledge/Skills/Abilities:

- Experience in a field relating to water resources or water conservation.
- Knowledge of local, state, and federal laws relating to groundwater conservation and/or local government.
- Ability to develop an understanding of the District's Rules and the regulatory components related thereto.
- Strong interpersonal skills working in a team environment and be able to communicate effectively with colleagues and customers under various job-related pressures and deadlines.
- Ability to work efficiently in a dependable, organized and productive manner to be able to manage multiple tasks and meet deadlines.

Education/Experience Requirements:

- Graduation from accredited high school required, with minimum two-year college-level coursework preferred.
- Work experience in business environment or government agency.
- Proficient with Microsoft Office programs (Word, Excel, PowerPoint, and Outlook).

Additional Requirements:

- Ability to make mature, objective decisions and identify areas of potential problems.
- Strong organizational skills.
- Strong communications skills required, both written and verbal.
- Perform other essential or marginal functions as necessary.

- Must be able to pass all testing and screening requirements established at time of application.

Physical Demands:

- Sitting at a desk using a desktop computer for extended periods of time.
- Bend, lift (up to 25 lbs.) climb, walk in indoor working environment.

To apply for this position, interested candidates are required to submit a current resume and a completed Prairielands Groundwater Conservation District employment application to:

**Permitting Director
208 Kimberly Drive
Cleburne, Texas 76031**

Or, email:
kgarcia@prairielandsgcd.org

Employment Applications may be downloaded at
www.prairielandsgcd.org/about/employment/

Prairielands Groundwater Conservation District is an Equal Opportunity Employer