



# KENT CONSERVATION DISTRICT

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## EMPLOYMENT OPPORTUNITY

### Senior Environmental Compliance Specialist

November, 2017

**LOCATION:** Richardson & Robbins Building  
89 Kings Highway, Dover, DE

**Closing Date:** November 30, 2017

#### DUTIES

The Groundwater Discharges Section (GWDS), Small Systems Branch is seeking to fill a Senior Environmental Compliance Specialist (SECS) position to assist with the daily operations of the GWDS. The SECS is responsible for the review of on-site wastewater treatment and disposal system inspection documentation along with reviewing permit application and all other associated supplemental paperwork submitted to the Department by the regulated community to ensure compliance with accepted practices & standards. This position has extensive public contact requiring excellent communication skills.

Duties include:

- Interprets rules and regulations of the GWDS
- Maintains accurate records and prepares reports
- Provides technical information and assistance to the public and regulated community
- Performs administrative tasks and utilizes and maintains the appropriate databases
- Reviews permit applications and supplemental paperwork for approval or recommendation for disapproval along with any other GWDS associated paperwork
- Assists with walk-in customers and phone calls
- Conduct random and scheduled field inspections to ensure compliance and inspect failed systems to assess remediation possibilities
- Ensures compliance of the regulated community and provides recommendations to the supervisor when problems are found

#### REQUIREMENTS

- Six months experience in inspecting facilities to identify hazards, deficiencies, or permit violations.
- Six months experience in determining compliance with laws, rules, regulations, standards, policies and procedures.
- Three year experience in data collection which includes collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff or others.
- Six months experience in narrative report writing.
- Possession of a valid Driver's License (not suspended, revoked or cancelled, or disqualified from driving).

#### BENEFITS

The Kent Conservation District offers a comprehensive benefit package including: 37.5 hour work week with flexible scheduling options, 15 paid vacation days the first year, 9 paid holidays a year, and 15 paid sick leave days per year. Pension and health insurance are also included in the benefits package. Direct Deposit of paychecks will be required as a condition of employment for new employees.

**TO APPLY, OR FOR MORE INFORMATION PLEASE CONTACT:**

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NOTE: Applications will be emailed upon receipt of your resume