



# KENT CONSERVATION DISTRICT

800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 (302) 741-2600 EXT. 3 • FAX (302) 741-0347

## EMPLOYMENT OPPORTUNITY

### SENIOR ENVIRONMENTAL COMPLIANCE SPECIALIST

**November, 2017**

*This is not a merit position. This is a contractual position with the opportunity to work long term.*

#### **LOCATION:**

DNREC'S Georgetown Office,  
21305 Berlin Road, Suite 2,  
Georgetown, DE 19947  
/or Richardson and Robbins (R&R) Building  
89 Kings Hwy  
Dover, DE

**CLOSING DATE:** November 30, 2017

**SALARY:** \$31,912.00 /year

#### **DUTIES**

The Wetlands and Subaqueous Lands Section (WLS) is seeking to fill a Senior Environmental Compliance Specialist to assist with the daily operations of the WLS. The incumbent will be responsible for reviewing and processing Statewide Activity Approvals, completing marine construction type inspections, and assist with inspecting marinas and updating the associated Operations and Maintenance Plans. This position will require the incumbent to work closely with marine contractors, marina operators, and homeowners to provide guidance and to protect the State's water resources. This position has extensive public contact requiring strong interpersonal skills and the ability to work independently. The incumbent will have the opportunity to work out of DNREC's Georgetown field office or the Richardson & Robbins Building in Dover as preferred by the incumbent and as approved by management.

#### Duties include:

- Interprets rules, regulations, and statutes
- Process Subaqueous Lands Permits, Statewide Activity Approvals
- Complete post compliance inspections and prepare associated reports
- Maintains accurate records
- Provides technical information and assistance to the public and regulated community
- Performs administrative tasks and utilizes and maintains the appropriate databases
- Reviews permit applications
- Assists with walk-in customers and phone calls
- Conducts random and scheduled field inspections to ensure compliance

#### **REQUIREMENTS**

- Three years' 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 inspecting facilities and/or structures to identify potential permit deficiencies
- Six months experience in determining compliance with laws, rules, regulations, standards, policies and procedures.
- 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, PLEASE EMAIL YOUR RESUME TO:**

[Patricia.Risher@state.de.us](mailto:Patricia.Risher@state.de.us)

NOTE: Applications will be emailed upon receipt of your resume

**FOR MORE INFORMATION, PLEASE CONTACT**

Patricia Risher  
District Human Resources Liaison  
DNREC Conservation District Office  
Watershed Stewardship  
R & R Building  
89 Kings Highway  
Dover, DE 19901  
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