



KENT CONSERVATION DISTRICT

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

EMPLOYMENT OPPORTUNITY

SR. ENVIRONMENTAL COMPLIANCE SPECIALIST

LOCATION: DNREC's Georgetown Office
21306 Berlin Road, Suite 2
Georgetown, DE 19947

Closing Date: September 21, 2018
Salary: \$31,912/year

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

The Kent Conservation District, a governmental subdivision of the State of Delaware, is seeking applicants for the contractual services position of Senior Environmental Compliance Specialist (SECS) with the Delaware Department of Natural Resources and Environmental Control, Groundwater Discharges Section (GWDS), Small Systems Branch. The applicant selected for this position will report to Georgetown, Delaware.

DUTIES

This Senior Environmental Compliance Specialist (SECS) position will have responsibilities in both the Statewide Holding Tank Compliance Program and the Class H Inspection Program for Sussex County. The Statewide Holding Tank Compliance Program is responsible for the oversight of over 264 holding tanks throughout the State. This includes both field inspections and administrative activities. The Class H Inspection Program for Sussex County is responsible for reviewing all Class H inspections submitted to the Department from within Sussex County and providing follow-up information to the inspectors and property owners.

Duties include:

- Interprets rules, regulations, and statutes.
- 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 BOTH YOUR RESUME AND KCD APPLICATION ([PDF](#) or [MSWORD](#)) TO:

(The KCD Application may also be downloaded from the KCD Employment Opportunities website)

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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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