EMLOYMENT OPPORTUNITY

SENIOR ENVIRONMENTAL COMPLIANCE SPECIALIST

LOCATION:  DNREC – Georgetown Office
            21309 Berlin Road
            Georgetown, DE

Closing Date:  April 2, 2020
Salary:  $32,231/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. This position will have responsibilities in the Statewide Holding Tank Compliance Program and/or the Class H Inspection Program for Sussex County.

DUTIES
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 statues.
- 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 collections 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).
- Applicants must be legally authorized to work in the United States. The Kent Conservation District does not provide sponsorship for holders of H-1B Visas.

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)
Patricia.Risher@delaware.gov

FOR MORE INFORMATION, PLEASE CONTACT
Patricia Risher
District Human Resources Liaison
DNREC Fiscal Management
97 Commerce Way
Suite 106
Dover, DE 19901
Phone: 302-608-5478
Fax: 302-739-6461
Patricia.Risher@delaware.gov