



# KENT CONSERVATION DISTRICT

1679 SOUTH DUPONT HIGHWAY • DOVER, DELAWARE 19901 • (302) 608-5370 • WWW.KENTCD.ORG

## EMPLOYMENT OPPORTUNITY REGULATORY PERMITTING SPECIALIST

**LOCATION:** DNREC – Division of Water      or      DNREC – Division of Water      **Deadline:** Until Filled  
R&R Building      Georgetown Field Office  
89 Kings Highway      21305 Berlin Road, Suite 2  
Dover, DE      Georgetown, DE      **Salary:** \$45,502.51

***This is not a State of Delaware merit position. It is a one-year contractual position with the opportunity to work long term.***

The Kent Conservation District (KCD), a governmental subdivision of the State of Delaware, is seeking applicants for the contractual services position of KCD - Regulatory Permitting Specialist with the Delaware Department of Natural Resources and Environmental Control (DNREC), Division of Water's Wetlands and Waterways Section.

### JOB SUMMARY

The selected candidate will process permit applications for wetlands and subaqueous lands in accordance with state regulations and additional guidance provided by the Division of Water office. Responsibilities include advising applicants on reducing environmental impacts for projects within this Section's jurisdiction and offering expertise on wetlands and stream restoration, specifically in hydrology, soils, and flora, for inter-agency projects. This role also entails providing detailed information about the Wetlands and Waterways Program to the public and business sectors.

Duties extend to expediting permit applications following State Subaqueous Lands and Wetlands Regulations. The role requires enforcing compliance with relevant laws and regulations, organizing public hearings for proposed projects within jurisdictional areas, and providing expert testimony before the Environmental Appeals Board on appeals against Department decisions.

### ESSENTIAL FUNCTIONS

Essential functions are fundamental, core functions and are not intended to be an exhaustive list of all job duties.

1. Performs regulatory permitting specialist work in an environmental specialty area such as wildlife/endangered species, wetlands, waterways and water quality.
2. Provides guidance and technical assistance to engineering and project personnel, representatives from local, state and federal agencies, and project stakeholders to incorporate environmental and sociocultural considerations into project and/or program activities.
3. Ensures that State project and/or program plans, construction and maintenance are all in compliance with local, state and federal laws, rules and regulations related to water quality, wetlands, waterways, noise, wildlife, civil rights, historic preservation, and recreational sites.
4. Conducts research, field studies and evaluations for compliance with regulatory requirements; observes, collects, analyzes, reviews and interprets data, technical reports, and regulatory submissions to make recommendations on project and/or program alternatives.
5. Prepares technical reports, documentation on consultation efforts, project effect documentation, permits, and Memorandums of Agreement.
6. Coordinates and negotiates with local, state and federal regulatory agencies to obtain necessary permits or approvals and ensure project delivery of proposed construction related activities that may affect environmental or cultural resources.
7. Makes recommendations and negotiates mitigation efforts with project managers, regulatory agencies and other project stakeholders; ensures these commitments are met.

8. Meets with engineering and other project personnel, state agency personnel, project stakeholders and regulatory agencies to resolve resource compliance issues and keep project/programs moving to completion.
9. Formulates plans and policies to preserve and enhance the social and natural environment.
10. May meet with community leaders, special interest groups, resource agencies, the public, or other affected parties to provide outreach and education on environmental impacts, mitigation, and environmental stewardship using a variety of forums such as seminars, workshops, conferences, newsletters, assessments, and analytical reports.
11. May review draft environmental or cultural legislation proposals, regulations, or rule changes and provide comments regarding the proposed changes as they relate to the development of projects and/or programs.

## **JOB REQUIREMENTS**

Applicants must have the following:

- Bachelor's degree or higher in Environmental Planning, Biology, Environmental Science, Natural Science, Architectural History/Historic Preservation, Archaeology/Anthropology, or a related field.
- Strong understanding of environmental specialty theories, principles, practices, and procedures, as well as expertise in analyzing and evaluating data.
- Proficient in ensuring adherence to environmental laws, regulations, standards, policies, and procedures.
- At least one year of experience in performing regulatory specialist tasks, including assessing the environmental and/or cultural impacts of projects or programs.
- At least one year of experience in analyzing and evaluating data and technical report writing.
- Minimum of six months' experience in environmental project management, encompassing the planning, development, implementation, and evaluation of environmental projects to meet objectives.

## **CONDITIONS OF EMPLOYMENT**

1. Applicants must be legally authorized to work in the United States. The Conservation District participates in the Federal E-Verify system to confirm you are authorized to work in the U.S. The Conservation District shall require verification of identity, validating you are lawfully permitted to work in the United States beyond a temporary period without employment-based sponsorship.
2. The Conservation District does not provide sponsorship for holders of H-1B Visas.
3. Direct Deposit of paychecks is required of all new employees.
4. Possession of a valid Driver's License is required (not suspended, revoked, cancelled, or disqualified from driving.)

## **BENEFITS**

The Kent Conservation District offers a comprehensive benefits package, including: 37.5-hour work week with flexible scheduling options, 9.5 hours per month of accrued vacation leave and 9.5 hours per month of accrued sick leave (prorated the first month of employment), and 11 paid holidays per year (holidays and floating holidays follow the State of Delaware schedule.) Health insurance and pension are also included in the benefits package.

*The Kent Conservation District is an equal opportunity employer and values a diverse workforce.*

## **TO APPLY**

Please email cover letter, resume, and Kent Conservation District application to:

Jamie L. Willey, MBA

DNREC District HR Manager

[Jamie.L.Willey@delaware.gov](mailto:Jamie.L.Willey@delaware.gov)

(302) 608-5478

Application may be downloaded from the Kent Conservation District Employment Opportunities website: [KCD Website](#)