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Environmental Compliance Specialist

Division/Department: Environmental Services Division/Environmental Planning

Reports to: Environmental Planning Manager

Location: Berthoud, CO

Type of Position: Full-time

Status: Exempt

Salary Range: \$65,000 – \$75,000

GENERAL STATEMENT

This position is responsible for the planning, permitting, and compliance for the environmental aspects of Northern Water’s existing and ongoing construction of water storage and delivery facility projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supports environmental compliance activities on large projects.
- Manages environmental compliance and advising staff on smaller but critical operations of existing water facilities, including but not limited to CBT reservoirs, pipelines, canals, and appurtenant facilities.
- Manages compliance with critical environmental permit requirements.
- Assists with evaluation and interpretation of state and federal statutes, regulations, and policies to determine compliance requirements.
- Determines procedural requirements, including the necessary types of permits and actions required for each situation and/or project.
- Writes detailed data and regulatory-driven permit documents.
- Develops cooperative relationships with various stakeholders involved with Northern Water projects and operations as related to the issuance of necessary permits.
- Acts as POC for consultants, providing training and guidance to construction contractors on environmental requirements.
- Serves as liaison and communicates effectively with outside contractors, regulatory agencies (federal, state, county, local and all others) on all environmental compliance related matters.
- Conducts site visits as needed to verify and document site characteristics to support permitting actions and to host cooperating agencies for their verifications.
- Advises, coordinates, and guides other staff and departments, on necessary permitting applications and actions, with management’s support.
- Represents Northern Water in meetings, activities, negotiations, and outreach.
- Maintains permit tracking tools.

- Coordinates, prepares, and maintains necessary submittals to regulatory agencies to ensure permit compliance. Such as, submitting permit applications to a regulatory agency, for stormwater discharge working with said agencies, answering questions and representing Northern Water interests during processing, until agencies grant the final permit authorization.
- Supports strategic analysis of regulatory compliance risks and opportunities.

OTHER DUTIES AND RESPONSIBILITIES

- Perform other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education

- Bachelor's degree in Archaeology, Water Resources, Biology, Environmental Science or a related degree, or equivalent experience. Examples of equivalent experience include: three years' work experience in a regulatory compliance program or in an environmental permitting program; or consultant working on Colorado Water Quality Control Act and Clean Water Act Permitting.

Experience

- Minimum of three years' experience in Colorado supporting compliance with applicable federal, state, and local environmental regulatory standards such as permits under Sections 401 of the Clean Water Act and Colorado Discharge Permit System.

LICENSE, CERTIFICATE AND CREDENTIAL REQUIREMENTS

- Valid driver's license

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Basic knowledge of federal, state, and local regulations regarding air, water, land, biological resources, and cultural resources.
- State and Federal Water Permit Regulations, other Water Quality Guidance Material and/or experience with the National Pollutant Discharge Elimination System, Section 401 of the Clean Water Act (specifically Water Quality Certifications in Colorado), and Colorado Water Quality Control Act.
- Proficient in Excel software and technological savviness to maintain necessary permit tracking tools.

Skills

- Excellent interpersonal skills and the ability to work effectively on teams.
- Can effectively work across functional areas within the organization.
- Excellent communication skills to constructively work with constituents and regulatory agencies.
- Outstanding organizational skills and ability to manage multiple projects and activities.
- Excellent technical writing, and verbal communications skills.

Abilities

- Ability to research applicable permitting for a variety of construction, as well as federal and state recovery projects.
- Successfully work independently to meet project objectives and deadlines.
- Experience with manipulating large datasets.
- Produce high-quality and timely results.
- Highly detailed.
- Adapt quickly to change and easily consider new approaches.
- Develop and maintain effective working relationships with others.
- Produce creative solutions.

PHYSICAL REQUIREMENTS

- Occasionally walk/hike at high elevations around water features such as canals, reservoirs, and rivers/streams.
- Balancing, using legs to stabilize self on uneven surfaces, ditch sides, concrete abutments, etc.
- Ability to tolerate temperature extremes, intense sunlight, rain and/or snow, high winds, dust, pollen, etc.
- Lift, drag, or push objects weighing up to 25 pounds.
- Prolonged sitting, standing, repetitive hand movement, and fine coordination in using a computer keyboard and mouse.
- Must be able to meet the physical requirements of a post job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the job.

OTHER REQUIREMENTS

- Maintains a personal appearance appropriate for job position and image of Northern Water.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Northern Water is an equal employment opportunity employer.