



Submit resume and cover letter by – January 30, 2020 to: Northern Water 220 Water Avenue Berthoud, CO 80513 careers@northernwater.org Preferred	Posted: January 15, 2020 By: LB Removed: By:
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Job Specifications

Environmental Compliance Specialist

Division/Department: Environmental Services Division/Environmental Planning

Reports To: Environmental Services Division Director

Type of Position: Full-time Part-time

Status: Exempt Nonexempt

General Statement

The Environmental Compliance Specialist will be responsible for planning, permitting, and compliance for environmental aspects of Northern Water’s existing water storage and delivery facility projects; obtaining necessary permits associated with operations, maintenance and construction activities of the various projects and will ensure compliance with permit requirements. Provides strategic advice on environmental compliance matters, and including organizational policy, and leads the development of environmental compliance and assurance processes.

Duties and Responsibilities

- Manage and oversee permit applications and maintenance/renewal processes.
- Establish processes for reviewing and reporting on environmental compliance and performance.
- Plan, research, apply, and obtain necessary environmental and other permits associated with operations, maintenance, and construction of Northern Water facilities and projects.
- Evaluate and interpret state and federal statutes, regulations, and policies to determine compliance requirements.
- Determine procedural requirements, including the necessary types of permits and actions required for each situation and/or project.
- Write detailed data and regulatory-driven permit documents.
- Prepare and maintain required environmental compliance plans, documents and reports as required by regulatory agencies.
- Serve as liaison between the organization and outside contractors, and regulatory personnel on all environmental compliance related matters.

- Provide testimony, if needed, to defend requirements focused on information associated with the permit determination.
- Develop cooperative relationships with various stakeholders involved with Northern Water projects and operations as related to the issuance of necessary permits.
- Communicate effectively with federal, state, county, and local agencies, and non-governmental organizations such as U.S. Army Corps of Engineers, U.S. Fish & Wildlife Service, U.S. Forest Service, US Bureau of Reclamation and National Park Service.
- Develops and maintains collaborative relationships with regulatory and partner agencies.
- Conduct site visits as needed to verify and document site characteristics to support permitting actions and to host cooperating agencies for their verifications.
- Advise and guide other staff and departments on necessary permitting applications and actions.
- Coordinate with other departments as needed.
- Represent Northern Water in meetings, activities, negotiations, outreach, and other efforts related to duties above as assigned.
- Develop and maintain permit tracking tools.
- Coordinate and prepare necessary submittals to regulatory agencies to ensure permit compliance.
- Maintain current knowledge of federal and state regulations, and attend workshops, seminars, training courses and professional development programs for the purpose of insuring compliance with upcoming changes in federal, state and local rules and regulations.
- Review and monitor developments in state and local environmental statutes and regulations that affect the organization.
- Provide strategic advice to evaluate regulatory compliance risks and opportunities.
- Perform other duties as assigned.

Experience and Education Requirements

Education Required

- Bachelor's degree in Water Resources, Environmental Policy, Biology, Botany, Ecology, Natural Resource Management, Zoology, Environmental Science or a related and appropriate degree or equivalent experience. Examples of equivalent experience include: five years' work experience in a regulatory compliance program or in an environmental permitting program; or consultant working on NEPA, or permit-related field.

Experience Required

- Must have a minimum of five years' experience in one or more of the following: performing audits, inspections, supporting compliance with applicable federal, state, and local regulatory standards such as permits under Section 404/401 of the Clean Water Act; completing biological and environmental monitoring, surveys and/or fieldwork.

Knowledge, Skills, and Abilities

- In depth knowledge of federal, state and local regulations regarding air, land and water environmental compliance
- State and Federal Water Permit Regulations, other Water Quality Guidance Material and/or experience with the Clean Water Act, the Colorado Water Quality Control Act and NEPA.
- 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.
- 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.
- Strong knowledge of Excel software and technological savviness to develop and maintain necessary permit tracking tools.
- Experience with manipulating large datasets.
- Produces high-quality and timely results.
- Highly detailed.
- Adapt quickly to change and easily consider new approaches.
- Develop and maintain effective working relationships with others.
- Produces creative solutions.

Physical Requirements

- Must be capable of working both in an office setting and in the field.
- Ability to work in field situations, locations may include forested areas, uneven terrain, water reservoirs, and flowing water.
- Balancing, using legs to stabilize self on uneven surfaces, ditch sides, concrete abutments, etc.
- Requires prolonged sitting, standing, repetitive hand movement, and fine coordination in using a computer keyboard and mouse,
- Walking in performance of daily duties.
- Ability to tolerate temperature extremes, intense sunlight, rain and/or snow, high winds, dust, pollen, etc.
- Ability to lift, drag, or push boxes, paper, and documents weighing up to 25 pounds.

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

License, Certificate, or Credential Requirements

- Valid driver's license

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 opportunity employer.