



KENT CONSERVATION DISTRICT

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

EMPLOYMENT OPPORTUNITIES

ENGINEERING/PLANNING/SURVEYING TECHNICIAN LEVELS II - IV

Working Title: Water Permitting and Compliance Support Specialist

LOCATION(S): Richards and Robbins Building OR
89 Kings Highway
Dover, DE

Georgetown Field Office
21305 Berlin Road, Suite 2
Georgetown, DE

Closing Date: Until Filled

Salary: \$30,672.00/year - \$50,255.00/year

These are not merit positions. They are contractual positions with the opportunity to work long term.

The Kent Conservation District, a governmental subdivision of the State of Delaware, is seeking applicants for the (4) contractual services positions of Engineering/Planning/Surveying Technicians with the working titles of Water Permitting and Compliance Support Specialists with the Delaware Department of Natural Resources and Environmental Control (DNREC), Division of Water.

These positions will be in both our Residential Services Section and our Wetland and Waterways Section. The applicants selected will process and review permit applications from the regulated community related to water well construction, on-site wastewater treatment and disposal systems, and wetlands and subaqueous lands permit applications in accordance with applicable regulations and policies. The primary duties of these positions involve permit processing, training, enforcement support, staff oversight, and review of site evaluation request. The candidates selected will perform on-site inspections and review property history to support application information. This includes the research of property boundaries, property easements and surveys, parcel deeds, project design and record plans. This data is used to evaluate property information, process applications and to issue permits.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Performs on-site inspections to ensure compliance with applicable regulatory rules and regulations.
- Compiles and records notes, sketches, inspection data and other information to document on-site observations and findings.
- Reads and interprets plans, specification, blueprints, and other documents.
- Reviews permit authorizations for completion and data accuracy.
- Performs data entry and document processing.
- Permit and application processing and issuance.
- Technical and compliance report writing.
- Answering phones (communication with public, applicants and constituents).
- Provides training to staff.
- Provides support to the Enforcement Branch of the Resource Protection Section-Division of Water and Environmental Crimes Unit.
- Provide leadership oversight to assigned staff.
- Delegate workload to assigned staff.
- Coordination with department legal staff.
- Reviews staff timekeeping records.
- Provides educational outreach to the public and stakeholders.
- Represent the department in public hearing settings and other associated boards.
- Holds positions on job related committees.

Job Requirements

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

Water Permitting and Compliance Support Specialist II:

1. One year experience in performing site inspections.
2. One year experience in interpreting site plans and/or technical drawings.
3. Six months experience with data entry and document processing.
4. Six months experience in technical report writing.
5. Knowledge of using and maintaining general equipment.

Water Permitting and Compliance Support Specialist III:

1. Three years' experience interpreting environmental laws, rules, and regulations.
2. Three years' experience in performing field inspections.
3. Three years' experience in interpreting site plans and/or technical drawings.
4. One year experience with data entry and document processing.
5. One year experience in technical report writing.
6. One year experience using and maintaining general equipment.
7. One year experience using Geographic Information System (GIS) software.

Water Permitting and Compliance Support Specialist IV:

1. Five years' experience interpreting, communicating, and enforcing environmental laws, rules, and regulations.
2. Five years' experience in performing field inspections.
3. Five years' experience in interpreting site plans and/or technical drawings.
4. Five years' experience with data entry and document processing.
5. Five years' experience in technical report writing.
6. Five years' experience in a leading role.
7. 2 years' experience using technological field equipment.
8. 2 years' experience using Geographic Information System (GIS) software.

CONDITIONS OF EMPLOYMENT FOR ALL POSITIONS:

1. Possession of a valid Driver's License (not suspended, revoked, or cancelled, or disqualified from driving).
2. Applicants must be legally authorized to work in the United States. The Kent Conservation District does not provide sponsorship for holders of H1-B Visas.
3. Direct Deposit of paychecks is required of all new employees.

BENEFITS FOR ALL POSITIONS:

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.

The Kent Conservation District is an Equal Opportunity Employer

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

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