



Classification Title	Permit Specialist		
FLSA Status	Exempt	Job Type	Full-Time
Salary Range	Negotiable based on experience		

GENERAL SUMMARY

The permit specialist is responsible for tasks relating to the review and processing of permit applications, data and records management, interpreting District Rules, and providing technical guidance, and outreach regarding permitting and drilling activities.

Safety is #1 at the District: We expect every employee: to 1) Strictly follow safety policies, rules, and safe work methods. 2) Promptly correct or report safety hazards or unsafe conditions. Immediately report injuries for prompt diagnosis and treatment. 3) Make regular suggestions for safety process improvements to support continuous safety improvement.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Review, evaluate, and process multiple types of permit applications for registrations, drilling authorizations, and groundwater production.
- Maintain databases and permitting files including data entry and records management.
- Communicate technical and regulatory information, both verbally and in writing, to well drillers, permittees, homeowners, consultants, engineers, technical staff, and the general public.
- Conduct field visits and site evaluations. Collect field data including water levels and meter readings. Receive and enter meter readings, collect late readings, and analyze monthly pumpage.
- Participate in and support workshops and exhibits as part of the community outreach initiatives for the District.
- Compile data on groundwater pumpage trends in the District; prepare or edit reports, studies, or specialized projects.
- Review and evaluate permit compliance and assist in permit and rule enforcement.
- Locate, inspect, and identify noncompliant wells, abandoned wells, and nonpermitted or illegal well drilling activities.
- Works under general supervision. Work is occasionally directed in several aspects and is moderately independent referring to policies, practices, processes, and procedures. Exercises discretion and independent judgment in significant matters. Works collaboratively with others.

- Performs other duties as assigned.

SUPERVISORY REQUIREMENTS

- None

MINIMUM QUALIFICATIONS

Required Education and Experience

Bachelor's degree in Environmental Science, Water/Natural Resource Management, Sustainability Studies, Geography, Geology, Hydrology, Engineering or closely related field plus up to one year of experience related to water resource planning and/or management OR 3 years of progressive experience in the implementation of regulatory programs OR 1 year previous experience with a Groundwater Conservation District.

Required Licenses or Certifications

Must have and maintain a valid driver's license and an insurable driving record.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

The requirements listed below are representative of the knowledge, skills and abilities required to successfully perform the essential functions of this position.

Knowledge of:

- Microsoft Office Suite

Skills and Abilities:

- Oral and written communication
- Organization and time management
- Establish and maintain effective relationships
- Database management
- Spatial and statistical skills

WORK ENVIRONMENT/CONDITIONS AND PHYSICAL DEMANDS

Work Environment and Physical Effort: (check the appropriate box:)

Work Environment	Physical Effort Requirements		
	Sedentary	Medium	Heavy
Good: Office or similar indoor environment, relatively free from unpleasant environmental conditions or hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sedentary: Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Medium: Exerting up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Heavy: Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORK ENVIRONMENT/CONDITIONS AND PHYSICAL DEMANDS continued

Work Locations: (select one frequency choice for each location listed:)

	Work Environment Locations		
Work Locations: Indicate how often the work requires the employee to be in the following types of environments:	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outdoor environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Street environment (near moving traffic)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Construction site	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Confined space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Warehouse environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: (Specify:)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exposures: (select one frequency choice for each exposure listed:)

	Exposures		
Exposures: Indicate how often the work requires the employee to be exposed to the following environmental exposures.	Seldom or Never	Sometimes	Frequently or Often
Extreme cold (below 32 degrees)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (above 100 degrees)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicable diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poison ivy, wasps, snakes, and other natural hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals or substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud noises (85+ decibels such as heavy trucks, jack hammers, construction)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other: (Specify:)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Evergreen Underground Water Conservation District is an Equal Opportunity/Affirmative Action/Pro Disabled and Veteran Employer. We welcome differences in the form of gender, race, ethnicity, disability, geography, socioeconomic status, age, politics, religion, philosophy, sexual orientation, or gender identity.