



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
JOB OPPORTUNITY ANNOUNCEMENT  
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace**

**JOA #:** 24-13      **Position #:** 532022      **Posting Date:** 6/6/2024      **Application Deadline:** Until filled  
**Position Title:** Compliance Specialist I      **Starting Salary:** Up to \$43,347.20  
**Job Location:** Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

**Minimum Qualifications:**

Bachelor's degree in natural resources planning, public administration or related resource management field, environmental science, natural science, geology, hydrogeology, engineering, or related field, or an Associate's degree and two years' experience; OR high school diploma, general education diploma and four years of related experience. Must be proficient in oral and written communications. Requires a valid Driver's License.

**Special Abilities:**

Commitment to the expeditious production of quality documents. Effective computer skills and knowledge of Microsoft Office, including, but not limited to Word and Excel. Effective internet research skills. Effective verbal and written communication skills and the ability to professionally and successfully interact with the public. Ability to acquire and apply detailed understanding of relevant Florida Statutes, Florida Administrative Code, the District's and Department of Environmental Protection's rules and programs, as well as water quality standards and hydrogeology. The person assigned to this position must try to effectively facilitate permittees' and the public's compliance with the District's water use program in a positive, professional and helpful manner. Coordination abilities, tact and diplomatic skills are essential.

**Description of Position:**

This is a professional position with the responsibility of assisting the Bureau of Performance and Compliance Improvement with compliance monitoring and enforcement of the District's Water Use Permitting program.

This position is under the supervision of the Bureau Chief of Performance and Compliance Improvement.

Work includes coordinating compliance tracking of permits in the water use program; providing guidance and assistance to the public in meeting the District's legal requirements; assists permittees in meeting permit conditions; undertakes necessary follow-up action required to achieve permit compliance including phone calls, emails and other correspondence; prepares necessary documents, letters and memoranda to address permit compliance; monitors permit compliance by requesting information, evaluating data, meeting with permittees, conducting field investigations, and managing the water use compliance database; supports enforcement activities pertaining to regulation of water use permitting; coordinates compliance actions with the Bureau Chief of Performance and Compliance Improvement; briefs the Bureau Chief on the status of compliance monitoring; researches data for ground and surface water projects, and serves as back-up to other staff as time and duties permit; coordinates and completes yearly auditing of the water use permit pumping reports with other staff; determines water well and surface water withdrawal locations using Global Positioning Systems (GPS) and assists in the inspection of water wells and the implementation of the well construction programs; conducts other related duties as assigned.

---

**How to apply:** Submit a Northwest Florida Water Management District Application and resume to: [human.resources@nwfwater.com](mailto:human.resources@nwfwater.com) ; or fax to 850.539.2777; or mail to 81 Water Management Drive, Havana, FL 32333

**NOTICE TO APPLICANT:** We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.