



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

JOA #: 26-24 **Position #:** 531014 **Posting Date:** 7/31/2026 **Application Deadline:** 8/14/2026
Position Title: Regulatory Support Specialist II **Starting Salary:** Up to \$43,562 DOQ
Job Location: DeFuniak Springs Office: 700 US Hwy 331 South, DeFuniak Springs, FL 32435

Minimum Qualifications:

Graduation from high school and five years of professional experience. Advanced related education can substitute for four years of the experience requirement.

Special Abilities:

Working knowledge of business English, spelling and punctuation. Working knowledge of Windows applications including Excel, Word, and Outlook as well as computer data entry. Knowledge of groundwater rules, regulations, practices and procedures are desirable. Ability to prepare routine documents and correspondence. Ability to interact with the public with poise, tact, patience and courtesy. Ability to make decisions on routine permitting issues in the absence of an immediate supervisor in the area office. Familiarity with specialized technical vocabulary and District policies is also valuable.

Description of Position:

This is a specialized regulatory position with primary responsibilities of reviewing and issuing water well permits, providing support to the division's Bureau of Groundwater, Wells Program, and field staff regarding the District's Regulatory Services groundwater programs. This is a highly responsible position responsible for the technical and administrative evaluation of water well permit applications and well completion reports. This position functions with minimum supervision of activities. The individual filling this position should understand the organization, policies and programs of the District as well as the specialized technical vocabulary used in the Regulatory Services Division.

Checks for accuracy and completeness of water well permit applications and well completion reports prior to entering data into the Well E-Permitting and E-Regulatory databases. Evaluates applications to determine if in compliance with Chapter 40A-3, F.A.C. Issues permits as appropriate. Interacts with the public and water well contractors daily regarding District rules and program requirements. Checks water well permit applications against restrictive contamination permitting areas identified by FDEP. Uses GIS to initially evaluate potential local hazards and setback issues as well as need for water use permitting. Coordinates closely with water use personnel to ensure that all overlapping requirements are met. Provides assistance to the public/regulator community including assisting with reports from the database for various information. Schedules and administers water well contractor examinations. Supplies the public with specific permitting information on applications for all District functions, i.e., water use, water well construction, etc. Performs Water Use compliance audits as required. Opens and routes incoming mail. Process outgoing mail when needed. Stays updated on rule changes. Performs other duties as assigned.

How to apply: Submit a Northwest Florida Water Management District Application and resume to human.resources@nwfwater.com 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.