



Gulf Coast Authority

General	
The process begins with completing an employment application with a statement of why you are seeking this position and submit online at GCATX.ORG/Careers page. Upon receipt, it will be followed by a file review.	
Position	Pay Range
Senior Compliance Coordinator – Central Office	For Qualified Candidates IS ~ \$100,755-\$129,750
Job Summary	
The Senior Compliance Coordinator is responsible for providing Authority wide subject matter expertise for specific multi-media, regulatory compliance activities for air, water, wastewater, solid and hazardous waste. Bring order and organization to the regulatory arena to support compliance with all environmental regulatory requirements. Reports to Chief Operating Officer.	
Typical Duties and Responsibilities	
Advise management of current and future laws, rules and regulations that have the potential to affect GCA Facilities. Monitor that all state, federal, and local reporting requirements are timely submitted. Supports facility managers and senior staff to achieve compliance with local, state, and federal regulations. Assists in preparation of permit renewals and applications. Provide regulatory support to GCA's POTWs. Monitor State, Federal, and local reporting requirements to ensure timely submittal. Monitor sampling schedules for compliance with annual priority pollutants, quarterly categorical, plant quarterly, and monthly permit requirements. Tracks compliance permit reporting and critical compliance dates and status of permits. Assist, as needed, during pretreatment inspections and preparation of pretreatment notices and issuance of IU permits. Serve as liaison between GCA and regulatory agencies, representing GCA, as appointed, on task forces, at agency hearings and regulatory meetings and conferences. Supports facility compliance coordinators as needed. Perform other duties as requested or assigned.	
Knowledge, Skills, and Abilities	
Knowledge of environmental regulations, laboratory practices, sampling, and chain of custody. Familiarity with latest standards and regulations in the water, wastewater, solid waste, and air categories. Possess proficiency and the ability to effectively manage large projects, communication skills, leadership ability, financing, computer systems, planning and controls. Basic understanding of biology, chemistry, and mathematics as related to areas of GCA's management and treatment. Experience working with engineers and project managers to ensure that state and federal permit regulations are complied with, including those with the CWA, CAA, and RCRA. Knowledge of regulatory services in air, water, wastewater, solid and hazardous waste and quality management. Knowledge of operations of an activated sludge wastewater treatment plant. Knowledge of management and supervisory practices. Ability to operate office equipment such as computer, calculator, fax, and copier. Ability to interpret the results of analytical and field data and compile this information into reports and/or permit applications. Strong oral and written communication and presentation skills will be necessary to succeed in this role	
Environmental conditions	
Work is performed indoors and outdoors, with some exposure to extreme heat and cold and possibly at remote locations. Work may involve exposure to potential noise, mechanical, electrical, explosive, fume/odor, dust/mite, chemical, toxic waste hazards with proper precautionary procedures, including PPE. Safety requirements include the ability to wear all PPE equipment including full-face respirator and supplied air. Be responsive and available in emergency situations as required. Work involves performing tasks with very short timeframes and completion deadlines.	
Education, certification, and experience required	
Bachelor's degree in biology, natural resources, environmental science, engineering or related science. Ten years of experience with environmental regulations associated with compliance. Valid Class "C" Texas Driver's license.	
Physical requirements	
Ability to sit for extended periods while performing various job functions such as operating computer, monitoring instruments, and, preparing reports. Ability to stand and walk while inspecting plant and moving around plant site. Ability to occasionally kneel, crouch/stoop, squat, twist upper body, and climb stairs and ladders while performing inspection functions. Work involves exposure to potential noise, mechanical,	

electrical, fume/odor, dust/mite, chemical, and hazards with proper precautionary procedures and equipment. Ability to safely operate assigned vehicle and equipment.

Summary and Timing

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified. Holding people assigned to this or any job to the expectations described herein does not constitute harassment in any form.