



Job Posting

Senior Compliance Coordinator

***** LOCAL CANDIDATES - PRINCIPALS ONLY *****

Gulf Coast Authority is located in southeast Houston, Texas. Established by the Texas Legislature in 1969, we recently celebrated our 52nd year of protecting the waters of the State of Texas and continue a significant role in improving the water quality of Galveston Bay, Houston Ship Channel and the state of Texas.

GCA growth has created a need for additional talent in its Compliance department. In this capacity, 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. This position reports to the Chief Operating Officer.

Position: SR COMPLIANCE COORDINATOR at the Central Office, day shift.

Pay range: For qualified candidates is min \$89,574-mid \$115,336-max \$141,098

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 compliance dates and status of permits. Assist 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 and performs other duties as 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 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 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 information into reports and/or permit applications. Strong oral, composition and presentation skills are necessary.

Environmental conditions

Work performed both indoors and outdoors in heat (100f) and cold (32f) in all weather conditions. Work performed primarily indoors (office/lab environment). Work involves focus 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 and compliance. Must have a valid Class "C" Texas Driver's License with safe driving record.

Physical requirements

Ability to sit for extended periods operating computer, monitoring instruments and preparing reports and stand and walk around plant site and occasionally kneel, crouch/stoop, squat, twist upper body, and climb stairs and ladders while performing inspection functions. Ability to safely operate a motor vehicle. Work involves exposure to potential noise, mechanical, electrical, fume/odor, dust/mite, chemical, and hazards with proper precautionary procedures and equipment.

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.

GCA offers competitive salary and excellent benefit package to the right individual but does not provide reimbursement for relocation expenses. Check our website at www.gcatx.org for additional information.

Again, principals only, please, and no phone calls. To be considered, apply on our website at www.gcatx.org or email resume to careers@gcatx.org with salary requirements to the attention of Human Resources Director, with SRCC in subject line to address above. All inquiries remain confidential.