



Position Water Rights & Conservation Specialist

Pay: \$24.00-\$27.00 per hour DOE

We are seeking a Full-Time employee to manage Northwest Water Systems' Ecology-related services and Water Use Efficiency responsibilities. We are looking to fill this position long-term who possesses strong communication skills, organization, follow-through and a professional approach to customer and regulatory interactions. This position is responsible for ongoing water-use monitoring, water-right and provision follow-through, regulatory reporting, well and source-meter data management, Water Use Efficiency reporting, required sampling oversight, and communication with water system points-of-contact, NWS staff and applicable regulatory agencies. The work requires consistent attention throughout the year and the ability to identify missing information, potential compliance concerns and upcoming deadlines before they become larger issues.

Primary responsibilities:

- Prepare and complete required Washington State Department of Ecology water-use reporting for assigned water systems through SAW.
- Maintain accurate water-right records, including permits, certificates, provisions, reporting requirements, supporting documentation, and system-specific research as needed.
- Monitor water systems for compliance based on water-right provisions, metering requirements, reporting requirements, sampling obligations, and other ongoing requirements; follow outstanding items through completion.
- Communicate regulatory requirements and practical compliance options clearly to water system points-of-contact, professionally manage questions or resistance, and escalate unresolved or higher-risk concerns when appropriate.
- Track water usage throughout the year, monitor applicable acre-foot allocations and other water-right limitations, and identify systems approaching or exceeding allowable use.
- Review and maintain source-meter and well data, including entering readings received from system contacts, identifying missing or inconsistent information, and following up for required well data files, source-meter readings, GPM readings, and other supporting information.
- Manage Water Use Efficiency requirements and reporting, including production, authorized consumption, distribution system leakage, performance measures, goals, and deadlines. Analyze water-use trends, identify systems with water loss greater than 10%, help develop water-conservation strategies, and assist water systems with establishing and maintaining five-year water-use reduction plans.
- Coordinate with NWS staff, water system points-of-contact, and applicable regulatory agencies to obtain required information, resolve outstanding requirements, and support ongoing Ecology and WUE obligations.
- Use NWS databases, Microsoft Office, regulatory portals and agency systems, and other applicable tools to research requirements, complete reporting, maintain accurate records, and independently manage work across multiple water systems, deadlines, reporting cycles, and follow-up items.
- Perform other duties and responsibilities as assigned.

The ideal candidate:

- Disciplined to work thoroughly and efficiently on your own while maintaining strong organization and attention to detail.
- Communicates calmly, professionally, clearly and directly, including during difficult or resistant conversations.
- Has strong follow-through and is comfortable persistently tracking outstanding information and requirements.
- Use good judgment regarding when an issue should be escalated to current lead.
- Is comfortable reviewing numerical data and identifying information that is missing, inconsistent or does not make sense.
- Isn't afraid to say "I don't know," ask questions, or research a requirement before providing an answer.
- Possesses the personal drive to become knowledgeable and professional in their field.

Required experience:

- Strong computer literacy, including Microsoft Excel.
- Comfortable working with numbers, calculations, percentages, and data review.
- Strong attention to detail and organizational skills.
- Effective written and verbal communication skills.
- Ability to work independently and manage multiple priorities.

Preferred experience:

- Experience in water systems, utilities, environmental services, regulatory compliance, or a related field.
- Familiarity with Washington State Department of Ecology or Department of Health requirements.
- Experience with water rights, water-use reporting, source-meter data, or Water Use Efficiency.
- Experience using regulatory portals, agency systems, Quickbase, or similar database software.

Education Requirements

- High school or equivalent.

Benefits:

- 401(k) 3% Match
- Dental insurance
- Flexible schedule
- Health insurance
- On-the-job training
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift, Monday to Friday