



Engineering and Consulting Service Excellence Since 1974



Top Place to Work
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Circle of Excellence
Winner Since 2018



**COMMONWEALTH
ENGINEERS, INC.**
A wealth of resources to master a common goal.

COMPLIANCE SPECIALIST

Job Description:

Commonwealth Engineers seeks an experienced Compliance Specialist to join our award-winning engineering design and consulting firm. Candidate must be a self-starter willing to grow with our company. Applicant must be adaptable, willing to work in a performance and deadline-driven environment and in a team setting. Training will be made available for specific duties.

Responsibilities:

- Execute compliance assistance duties under the following Clean Water Act (CWA) programs:
 - National Pollutant Discharge Elimination System (NPDES) Permitting, including Industrial Pretreatment
 - Safe Drinking Water Act (SDWA)
 - Municipal Separate Storm Sewer System (MS4) compliance assistance
- Prepare permit applications.
- Prepare water quality plans as required by CWA programs.
- Prepare technical reports, memorandums, and graphics.
- Execute/track target marketing activities.
- Coordinate and present compliance requirements internally among project teams and externally with clients.
- Communicate compliance and enforcement schedule progress to regulatory agencies.
- Other duties as assigned.

Qualifications/Skills:

- Masters Degree in Environmental Science or Public Affairs and/or 2+ years experience in a water resource-related field
- Cumulative GPA of at Least 3.0
- Proficiency in Microsoft Word, Excel, PowerPoint
- Assertive interpersonal communication skills
- Ability to work independently and in team environments
- Strong analytical and problem-solving skills
- Ability to prioritize
- Previous experience with Local, State, and/or Federal Environmental/Regulatory Agencies is preferred

Benefits:

Commonwealth has earned our reputation as a leader in the water resource industry. Join our award-winning engineering and consulting firm and receive these benefits:

- Competitive base salary
- Medical, dental, and vision insurance
- Long-term and short-term disability insurance including maternity leave
- Supplemental insurance
- AD&D coverage
- Matching 401(k) & profit sharing
- Annual performance bonus
- Additional incentive pay for each hour worked in excess of the 40-hour schedule
- Paid time off and holidays
- Flexible scheduling
- Professional development opportunities
- Employee outings



Applicants should e-mail a cover letter and resume to hiring@contactcei.com or submit online:

[commonwealthengineers.com/careers](https://www.commonwealthengineers.com/careers)

