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REGULATORY COMPLIANCE PROJECT MANAGER

Job Description:

Commonwealth Engineers, Inc. is seeking an experienced Regulatory Compliance Project Manager to join our award-winning engineering design and consulting firm in our Indianapolis North office. The candidate must be a self-starter willing to grow with our company. Applicant must be adaptable, and willing to work in a performance and deadline-driven environment and in a team setting. Training will be made available for specific duties.

Responsibilities:

- Provide oversight and guidance for company-wide Clean Water Act regulatory compliance activities.
- Coordinate and present permitting and regulatory compliance requirements internally among project teams and externally with clients.
- Prepare technical reports, memorandums, and graphics. Present materials both internally and externally.
- Provide MS4 General Permit compliance oversight and assistance.
- NPDES Permit compliance assistance, including renewal applications, negotiations, schedule of compliance tracking, and facility inspection response preparation.
- Municipal Industrial Pretreatment Program compliance assistance including annual report preparation, compliance monitoring, Local Limit evaluations, Industrial Wastewater Permit preparation, Sewer Use Ordinance preparation, Enforcement Response Plan preparation, and related coordination with IDEM and USEPA.
- Public Drinking Water System compliance activities, including Lead Service Line Inventories and Public Outreach; Wellhead Protection Plan Updates, Emergency Response Plans, and Sanitary Survey Response preparation/deficiency remedy coordination.
- Municipal Land Application Program permitting and compliance assistance.
- Coordinate/track project progress for the purpose of reporting compliance and enforcement milestones to regulatory agencies.
- Execute/track target marketing and project development activities.
- Other duties as assigned.

Qualifications/Skills:

- Masters in Environmental Science and/or Public Policy
- 10+ years of work experience in a water resource-related field
- 3+ years of previous experience with Local, State, and/or Federal Environmental/Regulatory Agencies is preferred
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Assertive interpersonal communication skills
- Ability to work independently and in a team environment
- Strong analytical and problem-solving skills with the ability to prioritize

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)

