



Position: Stormwater Regulatory Compliance Specialist

Project Location: Office of Watersheds, Philadelphia Water, 1101 Market Street, Philadelphia, PA

Status: Full-time

Compensation: Based on experience

Sci-Tek is looking to expand its team supporting Philadelphia Water's Office of Watersheds [Green City, Clean Waters](#) program. The Compliance Specialist will support the Compliance Assurance Group, responsible for ensuring compliance with the regulatory requirements associated with stormwater and watershed management in its MS4 and CSO NPDES permits. The primary objectives of the Compliance Assurance team include permit negotiations, reporting permit compliance, and preparing required regulatory deliverable documents through metric tracking, program implementation, program development, collaboration, and process alignment.

The available position is open to graduates in planning, engineering, or environmental science/studies looking to gain additional on-the-job experience in stormwater management, permitting, infrastructure planning, and green infrastructure. Candidates must be able to work independently and as a team in a highly dynamic work environment. The Compliance Specialist will support the preparation of reports that document compliance with the City's NPDES permits and assist with long-term adaptive management, risk assessment, and program planning for the *Green City, Clean Waters* program. This includes tracking progress of metrics and processes, providing regular updates on capital project schedules and program targets through technical memos, factsheets, and status update meetings. Typical tasks include preparation of meeting notes, memos, process flow charts, and assisting with the drafting of the regulatory documents. Professional project management, process development, database development experience preferred.

Preferred Qualifications

- Ability to multi-task in a highly dynamic office environment
- Attention to detail and adherence to deadlines
- Technical and data analysis skills to organize and summarize both quantitative and qualitative data
- Strong verbal and written communication skills, as well as excellent organizational skills;
- Ability to communicate with a broad range of professionals at varying levels of leadership;
- Experience in managing project information and conducting quality control;
- Experience with numerical literacy and infographics preferred, ability to clearly communicate results of data analysis
- Proficiency in Microsoft Office software including Word, Excel, Access, and Visio
- Experience in Adobe creative suite preferred
- Experience with database systems, online web applications, and/or SQL programming is preferred

Sci-Tek offers competitive compensation including health benefits and 401K Simple Plan, and is an equal opportunity employer that seeks to be a premier provider of innovative, value-added solutions to its clients' many challenges through the application of civil, geotechnical, and environmental engineering.

To apply, please submit a cover letter and resume to:

Human Resources
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