

**COMPLIANCE ASSISTANT
NEW RIVER RESOURCE AUTHORITY**

The New River Resource Authority (NRRA) invites applications for the position of Compliance Assistant. This position is responsible for compliance monitoring required by regulatory agencies and DEQ permits. Any combination of education and experience equivalent to graduation from high school supplemented with computer training and/or job related experience. The hourly rate is dependent on qualifications. The minimum entry-level hourly rate is \$21.97. The Authority offers a competitive benefit package.

Application Process:

Applications and a detailed job description may be obtained online at newriverresourceauthority.org; in person at New River Resource Authority, 7100 Cloyd's Mountain Road, Dublin, Virginia 24084, or request at 540-674-1677.

Completed application, with references, should be mailed to:

**NEW RIVER RESOURCE AUTHORITY
ATTENTION: MARJORIE ATKINS
P.O. BOX 1246
DUBLIN VIRGINIA 24084**

Or email to:

matkins@newriverresourceauthority.org

NRRA will accept applications until the position is filled.

**NEW RIVER RESOURCE AUTHORITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY
EMPLOYER.**

POSITION DESCRIPTION COMPLIANCE ASSISTANT

Responsibilities:

This position is responsible for compliance monitoring required by regulatory agencies and DEQ permits. This position is established under the Fair Labor Standards Act (FLSA) and is performed under the general supervision of the Manager and the Operations Foreman.

General Duties:

- Responsible for daily, weekly, and monthly field monitoring/ inspections for all leachate, landfill gas, surface water, groundwater, and NRRRA facility operations.
- Assist in all field compliance maintenance, repair, and future capital improvements. Working in detail with onsite subcontractors, ensuring all work is within permit and governmental agency guidelines.
- Assists in reviewing lab data to ensure parameters are within guidelines of acceptable legal requirements.
- Assists in collecting, monitoring and documenting all landfill gas, groundwater, surface water, and leachate discharge sampling events and submittals.
- Corresponds with regulatory agencies as directed by the Administrative Manager.
- Keeps accurate records and prepares weekly required operations reports.
- Assists in scheduling and organizing activities such as Safety meetings/ training, DEQ inspections, Safety inspections, DOLI inspections etc.
- Performs other tasks related to office administration and facility maintenance and compliance, as required.
- Informs Administrative Manager and/or Operations Foreman of any violations at the landfill, orally and/or in writing.
- Performs related tasks as required.

POSITION DESCRIPTION COMPLIANCE ASSISTANT

Knowledge, Skills and Abilities:

General knowledge of landfill operations and Authority policies and procedures. Knowledge of methods and practices for the operation of tools, machinery and equipment used. Understanding of occupational hazards involved and precautions required for the safe use of equipment tools and supplies. Knowledge of traffic laws and regulations governing use of equipment and motor vehicles. Ability to understand and follow oral and written instructions including maintenance procedures. Must be capable of performing productive work without immediate supervision.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school supplemented with computer/office training and/or job-related experience.

Special Requirements:

Must possess a valid driver's license from the state of residence.

Salary: Band 3