



P.O. BOX 1749
1250 E. HWY. 199
SPRINGTOWN, TX 76082

WWW.UPPERTRINITYGCD.COM

Job Opening – Registration Coordinator

Job Description:

- Work with UTGCD Data Coordinator and Field Technicians to track all registration applications from receipt through approval
- Collect and interpret property ownership information in order to process new well applications
- Work with four county platting offices in the District (Hood, Parker, Wise and Montague) to coordinate platting efforts between the District and counties.
- Review all County Commissioner Court Agendas and inform General Manager prior to each meeting
- Attend county Commissioners Court on regular basis and summarize meetings to General Manager
- Contact and interact with well owners and drillers
- Develop a firm understanding of District rules and groundwater resources in the District in order to enhance the public's familiarity with those topics
- Assist Field Technicians with tasks such as:
 - Help to schedule, obtain and report GPS coordinates on all types of wells
 - Collect and enter water level data
 - Schedule, collect and prepare data for public requests
- Assist office staff with tasks such as:
 - Assist staff with entering semi-annual production from non-exempt wells
 - Identifying and correcting errors in database
 - Scheduling well monitoring and other field visits for the Field Technicians
- Assist Education and Outreach Coordinator with tasks such as:
 - Attending school and community events with the District mobile education exhibit
 - Attending conferences, meetings and other events in order to provide information to the public
 - Schedule meetings and speaking engagements for the General Manager
- Assist in keeping office/field inventory maintained and up-to-date
- Other duties as assigned



(817) 523-5200 PHONE (817) 523-7687 FAX TOLL FREE (877) 388-8423



Preferred Qualifications

- A Bachelor of Science in Geology, Geography, Hydrology, Environmental Science, Agriculture, Business Administration or other closely-related field.
- Some practical level of experience in water resources or some closely-related field.
- Experience collecting data and operating and maintaining complex field and laboratory equipment and instruments.
- Computer skills: word processing, spreadsheet, presentation, and familiarity with databases are required; working knowledge GIS software is preferred.
- Excellent oral and written communication skills, organization skills, research skills, and public speaking skills (ideal candidate will be able to interact well with individuals and groups representing diverse public, personal, and professional interests).
- A valid Texas driver's license.

Physical and Other Requirements

Candidate employees must be able to work outside in all weather conditions and carry heavy equipment or supplies. Occasional evening or weekend work may be required

Benefits

- Salary – Commensurate with experience
- Two weeks paid vacation (annually)
- Texas County and District Retirement Systems (TCDRS) retirement program with 200% District match
- Health, Dental and Vision insurance
- Longevity bonus after 2 years

Please send resumes and applications (available upon request) to Doug Shaw at:

doug@uppertrinitygcd.com

or

P.O. Box 1749
Springtown, TX 76082