

Manager Approval: \_\_\_\_\_  
Date Signed: \_\_\_\_\_  
HR Approval: \_\_\_\_\_

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Regulatory Affairs and Compliance Coordinator</b>
<b>Division:</b>	<b>Ranch</b>
<b>Reports to:</b>	<b>Director of Engineering and Land Management</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Last Revised:</b>	<b>02/02/2022</b>

### **JOB PURPOSE:**

Perform functions to interact with state and federal natural resource agencies to review content of applicable rules and policies, and how they impact Lykes Bros. Inc. Assist with obtaining necessary permits and ensure compliance with regulations, guided by precedent and working within the limits of established policies.

### **ESSENTIAL FUNCTIONS:**

- Responsible to acquire, learn and practice all LBI Safe Operating Procedures (SOPs) and comply with these standards as well as safety regulations pertinent to the department and job functions.
- Responsible for regulatory compliance of permits held by Lykes Bros. Inc. This includes but is not limited to timely submittal of compliance reports.
- Review legislative and regulatory changes. Maintain knowledge of how they may affect the Lykes Bros. Inc. organization.
- Manage the production of the annual sustainability report.
- Represent Lykes Bros. in attending agency advisory committee meetings, as directed by manager. Participate in policy and regulatory discussions.
- Serve as liaison for Lykes operating divisions with Fish and Wildlife Commission management staff. Coordinate Ranch activities within the Wildlife Management Area and the Conservation Easements.
- Monitor, review, and comment on agencies' rules and planning documents. Interact with Florida Department of Agriculture and Consumer Service (FDACS) regarding compliance with their Best Management Plan. Maintain awareness of what is pending and what influence the policies may have on Lykes Bros.
- Work with other agencies, such as FDEP, SFWMD, SWFWMD, USFWS, & FWC, that have guidelines affecting Lykes Bros. Inc. Determine the impact on the organization. Report and explain findings to management, with potential solutions for impacts presented.

### **OTHER DUTIES** (list below, if applicable):

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements.
- Participate in a variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems, and maintain specified level of knowledge pertaining to new development, requirements, and policies.
- Perform other related duties as assigned.

### **QUALIFICATIONS:**

- A. Certificates, licenses, and registrations:** Valid driver's license with insurability.
- B. Knowledge/Skills:**
  - Proficient in Microsoft Suite.
  - Ability to communicate clearly and concisely, both orally and in writing.
  - Ability to review technical or legal documents quickly and efficiently.
  - Extensive knowledge of state and federal agency water programs.
- C. Education/Experience:**
  - Bachelor's degree in Biology, Engineering, Political Science, Business Administration, or related field.
  - 5 to 7 years of experience.

The characteristics described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Management has the right to assign or reassign the description to this job at any time. Page 1 of 2

- D. **Physical Demands & Work Environment:** Regularly required to stand or sit for prolonged periods of time. The individual must be able to effectively communicate and hear. Will be occasionally required to reach above shoulder level, step up on a small ladder or stool, walk on uneven surfaces, stoop, and kneel. Specific vision abilities required by this job include close, distance and peripheral vision. Will occasionally require to lift up to 20 pounds.
- E. **Other:** N/A.

**JOB DESCRIPTION ACKNOWLEDGEMENT:**

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential function described therein, under all conditions as described.

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**Employee: Print Name**

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**Employee: Signature**

**[COPY TO EMPLOYEE AND RETAIN IN PERSONNEL FILE]**