

# Orenco Systems, Inc.

## Job Description

**Job Title:** Government Relations Rep      **Job Code:** GREREP  
**Salary Grade:** 26  
**Department:** Government Relations      **FLSA Status:** Exempt

### GENERAL POSITION SUMMARY:

This Government Relations Representative gains regulatory approvals for Orenco products and provides support to the Government Relations Manager, Sales, and Engineering Departments and distributors/dealers seeking regulatory approvals.

### RESPONSIBILITIES:

#### Essential Functions:

- Regulatory Approvals
  - Prepares and submits appropriate applications and associated paperwork required for product approval to the regulatory agencies. (Focus may be with engineered product lines).
  - Analyze existing product approvals for increase of market share.
  - Assist the Government Relations Manager with management of approval testing programs related to residential and commercial AdvanTex.
  - Assist the Government Relations Manager with analyzing regulations relevant to product sales and communicate results of analysis to sales team and other appropriate parties.
  - Represent the company and our position in public settings such as national speaking engagements and regulatory review committee meetings.
  - Assist with the collection, interpretation and entry of system performance data (focus may be with engineering product lines).
- Regulatory Development
  - Assist local, state, and national regulatory agencies with the development of onsite regulations.
  - Provide trainings and education to regulatory bodies at the local, state, regional, and national levels.
- Administrative
  - Maintains records of information sent in the approval process, any follow-up communication with the regulatory agencies, and the outcome of submittals in a database accessible to the appropriate Orenco staff.
  - Works with Government Relations Manager in maintaining approvals database information.
  - Arranges and/or attends meetings for approvals between regulatory agency representatives and the Government Relations Manager or other appropriate Orenco representatives.
  - Reviews and updates state binders as required.
- Regular attendance is an essential function of this job.

#### Nonessential Functions:

- May perform other duties as assigned.

### EDUCATION:

Bachelor's Degree in related discipline or equivalent combination of education and/or experience.

### KNOWLEDGE/SKILLS/EXPERIENCE:

- A minimum of three years of previous job-related experience with two years of experience working in a regulatory environment preferred. A Registered Sanitarian certification or Professional Engineer certification is not required but would be a plus.
- Must be proficient with Word, Excel, PowerPoint, and have the ability to learn other software programs as required.
- Requires the ability to efficiently and effectively interact with various individuals and/or groups especially Federal, State, and Local regulators, legislatures, and non-governmental organizations (NGO).
- Must be able to communicate in a professional, courteous, and customer service oriented manner, both on the phone and in person.
- Excellent organizational skills are required.
- Requires the ability to be flexible and change priorities with little notice, often working on several projects at once.
- Excellent written and verbal communication skills to include the ability to write high quality documents.
- Must be able to work independently.
- A significant amount of travel locally and out of town is probable.
- Must have satisfactory driving record, maintain valid drivers license, and current insurance on personal vehicle if used for business. Must meet company insurability requirements.

**TOOLS AND EQUIPMENT:**

Calculator	Cell Phone	Copier
Digital Camera	FAX Machine	LCD Projector
Printer	Vehicle	
Computer - Macintosh and/or PC		
Multi-Line Phone with Intercom		

**WORKING CONDITIONS:**

Office environment that includes extended computer screen viewing. Exposure to outside elements and varied travel conditions during site visits and business travel.

**PHYSICAL REQUIREMENTS:**

Speaking, hearing, seeing, reading, writing, keyboarding, prolonged periods of sitting including extended time viewing a computer screen. Intermittent physical activity including standing, walking, reaching, bending, and lifting and/or carrying up to 30 lbs. occasionally. Occasional operation of a motor vehicle.

Last revised: 3/9/2018