



GEORGIA

DEPARTMENT OF NATURAL RESOURCES

VACANCY ANNOUNCEMENT



Coastal Resources
Division



Environmental Protection
Division



Historic Preservation
Division



Law Enforcement
Division



Parks, Recreation and
Historic Sites
Division



Wildlife Resources
Division

GEORGIA DEPARTMENT of NATURAL RESOURCES
Office of Human Resources

404.656.7560

www.gadnr.org

VACANCY ANNOUNCEMENT #08-2018

APPLICATION DEADLINE DATE: **March 13, 2018**

Vacant Position Listing

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Georgia County & Major City Map



Applicant Information

- Vacancies are open to all qualified applicants. Applicants will be screened for the minimum qualifications listed for each job vacancy. Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the listed preferred qualifications, when applicable.
- Employees will be given the opportunity to compete within their division or within central office to transfer to or voluntary demote to a vacant position prior to consideration of applicants from outside of the agency.
- Applications are accepted for announced jobs only.
- To apply for an announced job vacancy, applicants must submit a Department of Natural Resources (DNR) Application for Employment to the individual address listed with each job posting. It is important that applications be sent directly to the contact person and/or locations listed. Applications sent to another location may not be forwarded and may result in applications not being considered. Please do not submit your application to the address listed on the front of this announcement.
- Applicants must submit one application for each position being applied for.
- A .pdf version and a Word version of the DNR Application for Employment can be found by visiting the Careers page of the DNR website at <http://www.gadnr.org/careers>.
- If submitting a résumé, please attach this with a **completed** DNR Application for Employment.
- Please be sure to include the following information on your application; Job Title and Position Number.
- If the minimum qualifications for a job require a college education and you have obtained a degree from a college or university outside the USA, you are required to submit an International Education Evaluation Letter showing your degree is equivalent to one obtained at a college or university in the USA. International Educational Evaluations are accepted from the National Association of Credential Evaluation Services (www.naces.org/members.htm) or the Association of International Credentials Evaluators (www.aice-eval.org).
- Your application must be postmarked no later than the application deadline date noted on the front page of this Vacancy Announcement. Please note that deadlines listed may differ for certain advertised jobs from what is listed on the front of the Vacancy Announcement.
- Any offer of full time and part time employment by DNR is conditional upon a background check that is appropriate for the job functions and business necessity. If related criminal records are revealed in the process, the applicant will not be automatically disqualified.
- Information found on publically posted social media accounts may be examined.
- Current State of Georgia employees transferring to a DNR position, on the same pay grade, will transfer at their existing pay. Current State of Georgia employees transferring to a DNR position, on a higher pay grade, will typically receive a 5% promotion, or go to the job minimum, whichever is greater. Current State of Georgia employees transferring to a DNR position, on a lower pay grade, will typically receive a demotion with a loss in pay.
- **All positions listed in this announcement are in the Unclassified Service and will be filled as unclassified positions.**
- All qualified applicants will be considered. Hiring locations will contact applicants regarding interviews but due to the volume of applications received not all applicants will be contacted or receive an interview.
- If you need this Vacancy Announcement in an alternate format, please contact the DNR Office of Human Resources at 404.656.7560.
- DNR is a registered participant in the federal work authorization program commonly known as E-Verify. DNR uses this program to verify employment eligibility of individuals hired on or after July 1, 2007. DNR's E-Verify ID # is 45119, Authorized July 1, 2007.
- The Georgia Department of Natural Resources is an Equal Opportunity Employer.

Additional information on the Georgia Department of Natural Resources Operating Divisions can be located by visiting the below website addresses:

Coastal Resources Division
 Environmental Protection Division
 Historic Preservation Division
 Law Enforcement Division
 Parks, Recreation and Historic Sites Division
 Wildlife Resources Division

www.CoastalGADNR.org
www.GeorgiaEPD.org
www.GAshpo.org
www.GADNRLE.org
www.GAStateParks.org
www.GeorgiaWildlife.org

NOTE: Information in this Vacancy Announcement is subject to change.

Law Enforcement Position Hiring Information

Applicants who are NOT P.O.S.T. Certified must take and pass the P.O.S.T. Entrance Examination, **prior to submitting an application**, to be considered for a Law Enforcement (P.O.S.T.) position with DNR. Results from the P.O.S.T. Entrance Exam must be submitted with your DNR P.O.S.T. Certified Position Application for Employment. The DNR P.O.S.T. Certified Position Application for Employment can be found on the Careers page of the DNR website at <http://www.gadnr.org/careers>.

Applicants who are P.O.S.T. Certified must provide a copy of their P.O.S.T. Certification Certificate when applying for a Law Enforcement position with the Georgia Department of Natural Resources.

CONDITIONAL EMPLOYMENT

Applicants selected to fill Law Enforcement positions, who are not P.O.S.T. Certified, must accept Conditional Employment with DNR. The terms of this Conditional Employment are as follows:

- Upon hire, the employee must attend an 11-week Basic Law Enforcement Training Course to obtain their P.O.S.T. Certification at one of the Georgia Public Safety Training Center (GPSTC) Regional Academies located in Athens; Augusta; Austell; Columbus; Forsyth; Savannah; Tifton.
- Upon obtaining P.O.S.T. Certification, the employee is then required to complete a 14-week DNR Academy at the GPSTC located in Forsyth.

Applicants must successfully complete the Basic Law Enforcement Training Course and the DNR Academy in order to continue employment with DNR.

P.O.S.T. ENTRANCE EXAM INFORMATION

Applicants who are not P.O.S.T. Certified must pass the P.O.S.T. Entrance Exam to be considered for Law Enforcement positions within DNR. Effective September 1, 2016 the **ACCUPLACER** test became the official P.O.S.T. Entrance Exam for law enforcement candidates. The **ACCUPLACER** test is administered through the Technical College System of Georgia at various Technical Colleges throughout Georgia (see reverse side of this page for testing locations and information). The **ACCUPLACER** test is a computer-based exam that provides immediate results. This test measure reading, writing and numerical skills.

Also scores from the ASSET exam, COMPASS exam, SAT, ACT and CPE are accepted. Below are the minimum scores required for satisfying OCGA 35-8-8 regarding completion of the POST Entrance Examination:

TEST PORTION	ACCUPLACER	ASSET	COMPASS	SAT	ACT	CPE
Reading	55	38	70			
Writing	60	35	32			
* Numerical	34	35	26			
Verbal or Critical Reading / Reading				430		75
Verbal or English and Reading					18	
Math				400	16	75
English						75

* - This score is used for evaluation purposes only and does not determine whether a candidate successfully passes the exam. Persons attending the Basic Law Enforcement Training Course (BLETC) at one of the Technical Colleges in Georgia are required to achieve this minimum score.

Applicants who are not P.O.S.T. Certified are required to provide a copy of their test results when applying for a Conservation Ranger position with DNR.

P.O.S.T. Entrance Exam Information, including testing locations, can be found on the Careers page of the DNR website at www.gadnr.org/careers.

Applicants taking the P.O.S.T. Entrance Exam are required to take a completed **P.O.S.T. Entrance Examination Access Form** to the test site. This form is found on the Careers page of the DNR website at www.gadnr.org/careers.

NOTE: Per OCGA 35-8-8, candidates that do not perform satisfactory on the Entrance Exam will be ineligible to retake the Entrance Exam for a period of 30 days after the unsuccessful attempt.

Law Enforcement Division Vacancy Conservation Ranger 1 (Game Warden)

LOCATION	Statewide						
DIVISION	Law Enforcement Division						
POSITION #	Multiple	JOB CODE	PSP040	PAYGRADE	LH	ENTRY SALARY	\$41,236.08

JOB DESCRIPTION

Under supervision, interprets and enforces the state laws, rules and regulations provided for the conservation and protection of natural resources. This is the entry/training level of the Conservation job series.

MINIMUM QUALIFICATIONS

Associates / Technical degree from an accredited college or university.

OR

Completion of equivalent coursework (90 quarter hours or 60 semester hours) from an accredited college or university.

NOTE: Certificates and/or accumulated hours from a technical college, without an Associate's degree, do not qualify.

NOTE: Applicants must be at least 21 years of age and meet all requirements for P.O.S.T. certification.

In addition to the above minimum qualifications:

Applicants who are not P.O.S.T. Certified must pass the P.O.S.T. Entrance Exam to be considered for a Conservation Ranger (Game Warden) position. A copy of the test scores must be included with the application when applying for a Conservation Ranger (Game Warden) position.

NOTE: P.O.S.T. Entrance Exam Information is located on the Careers page of the DNR website at <http://www.gadnr.org/careers> in the Important Notices section.

Applicants who are P.O.S.T. Certified must provide a copy of their P.O.S.T. Certification Certificate when applying for a Conservation Ranger (Game Warden) position.

LEGAL REQUIREMENTS

Applicants must:

- Be at least 21 years of age
- Be a citizen of the United States
- Be eligible to obtain a valid Georgia Driver's License at the time of appointment

MEDICAL STANDARDS

Vision

Minimum distant vision of 20/60 correctable to 20/40 in each eye.

Hearing

Hearing loss not greater than 24dBA average of 500, 1000 and 2000 frequencies in the better ear.

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Conservation Ranger 1 (Game Warden) Continued

PREFERRED QUALIFICATIONS

Preference may be given to:

- Applicants who are currently POST Certified.
- Applicants who already possess experience and knowledge in the areas of hunting, fishing, boating and other related outdoor activities.
- Applicants with an Associate's degree, or higher, with a major in a related field such as Wildlife Management, Criminal Justice, Natural Science or Forestry.

Applicants must complete the DNR POST Certified Position Application for Employment (located at www.gadnrle.org/careers-le) and submit it along with their current POST Certification Certificate (if applicable) or a copy of their POST Entrance Exam results to the following address:

DNR Training Academy
ATTN: Conservation Ranger Employment
1000 Indian Springs Drive
Forsyth, GA 31029

Or you may send your documents electronically to DNR.Training.Academy@dnr.ga.gov

NOTE: DNR will be accepting applications from January 1, 2018 – May 31, 2018.
Applications must be postmarked on or before May 31, 2018. Applications postmarked after May 31, 2018 will not be considered.

Coastal Resources Division Vacancy

Senior Manager 2, Natural Resources – Glynn County

LOCATION	CRD Headquarters						
DIVISION	Coastal Resources Division						
POSITION #	00099569	JOB CODE	NRM043	PAYGRADE	P	ENTRY SALARY	\$68,158.03

JOB DESCRIPTION

The CRD Assistant Director will assist the Director with the day to day operations of the Coastal Resources Division, and serves as the principal advisor to the Director on budget, personnel, organization, and resource management. This position also supervises the CRD budget and accounting responsibilities, federal aid functions, and serves as the financial liaison with the Department level budget and accounting personnel, in cooperation with Administrative Services Unit leader. The Assistant Director assists with CRD strategic planning functions, coordinates the formulation and evaluation of state and federal regulations and legislation, assists with coordination of high visibility actions, and acts for the Director in his absence. This position supervises the Director's office communications, outreach, and administrative personnel.

MINIMUM QUALIFICATIONS

Bachelor's degree in biology, zoology, fisheries management, wildlife management or a natural resources related field from an accredited college or university

AND

Four years of related natural resources experience at a supervisory/management level.

OR

Two years of experience required at the lower level Senior Manager 1, Natural Resources (NRM042) or position equivalent.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Two years' work experience at a program supervisor level (Marine Biologist Supervisor) or one year of experience at the Manager 1, Natural Resources level in a state or federal fish and wildlife management agency
- Master's degree in biology, zoology, fisheries management, wildlife management or a natural resources related field

NOTE: Please direct questions about the position to Doug Haymans at Doug.Haymans@dnr.ga.gov or 912-264-7218.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Coastal Resources Division
Gale Kennedy
One Conservation Way, Suite 312
Brunswick, GA 31520-8687

CRD.CRDDNR@dnr.ga.gov (Please include the position title in the subject) or Fax: (912) 717-6613.

This position is open to CURRENT DNR Employees ONLY

*Natural Resources GIS Specialist 2 – Glynn County

LOCATION	CRD - Headquarters						
DIVISION	Coastal Resources Division						
POSITION #	00099640	JOB CODE	NRP041	PAYGRADE	K	ENTRY SALARY	\$43,063.23

**Official Title: Marine Biologist 2*

JOB DESCRIPTION

Under general supervision, the incumbent will be responsible for furthering the implementation of the Georgia Coastal Management Program (GCMP); providing GIS technological expertise to GCMP priorities; providing technical assistance to CRD; collaborating on NOAA project activities; providing technical assistance to coastal communities; coordinating and participating in meetings; participating in special assignments; providing logistical services related to meetings of the Coastal Advisory Council, CoastFest, and other events; and providing services to local government officials, agency staff persons, and the general public. Finally, the incumbent will assist the Program Manager in matters of state and federal policy, special projects, reports and presentations.

MINIMUM QUALIFICATIONS

Bachelor's degree in Biology or a related field from an accredited college or university

AND

One year of related experience.

OR

One year experience at the level equivalent to Marine Biologist 1 (NRP040).

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience using GIS and ESRI products and software
- Experience working with natural resource agencies
- Master's degree in related field
- Experience working in coastal environments
- Experience in natural resources planning others

NOTE: Please direct questions about the position to Jan Mackinnon at Jan.Mackinnon@dnr.ga.gov or 912-264-7218.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Coastal Resources Division
Gale Kennedy
One Conservation Way, Suite 312
Brunswick, GA 31520-8687

CRD.CRDDNR@dnr.ga.gov (Please include the position title in the subject) or Fax: (912) 717-6613.

Marine Technician 2 – Bryan County

LOCATION	CRD - Brunswick						
DIVISION	Coastal Resources Division						
POSITION #	00171850	JOB CODE	NRT051	PAYGRADE	I	ENTRY SALARY	\$32,418.30

JOB DESCRIPTION

Under broad supervision, supports biological and technical staff during the collection of data used to manage Georgia's marine recreational fisheries. The incumbent in this position will be expected to assist in accomplishing the goals and objectives of the Marine Sportfish Population Health Survey (MSPHS), which is responsible for conducting multiple biological field studies utilizing entanglement gear on small vessels. Responsibilities include the maintenance and operation of small research vessels in Georgia's territorial waters. May supervise marine or wildlife technicians, hourly employees and interns. Requires good overall physical condition and ability to lift gear and equipment weighing more than 50 pounds. Must be able to work at sea, often for long periods and in adverse conditions. May be required to communicate complex information to various stakeholder groups (scientists, fishing industry, anglers, general public, and elected officials).

MINIMUM QUALIFICATIONS

Associate's degree in Marine Sciences or a related field from an accredited college or university.

OR

Completion of equivalent coursework (90 quarter hours or 60 semester hours) in Marine Sciences or a related field from an accredited college or university.

OR

High school diploma or GED

AND

Two years of experience in the Coastal Resources Division at the lower level Marine Technician 1 (NRT050) which included responsibilities in marine operations.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Possession of a Bachelor's Degree in Marine Biology, Fisheries, Natural Resource Management or related field
- Experience in field sampling methodology: deployment, retrieval, and maintenance of sampling gears (gill and trammel nets, trawls, seines, etc)
- Experience in identification of southeastern Atlantic marine organisms (finfish/crustaceans/etc.)
- Training and/or certification in small vessel operations in coastal waters
- Experience constructing and utilizing general databases for field data entry and analysis (MS-Access preferred)

NOTE: Please direct questions about the position to Chris Kalinowsky at Chris.Kalinowsky@dnr.ga.gov .

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Marine Technician 2 Continued

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address **highlighted** below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Coastal Resources Division
Gale Kennedy
One Conservation Way, Suite 312
Brunswick, GA 31520-8687

CRD.CRDDNR@dnr.ga.gov (Please include the position title in the subject) or Fax: (912) 717-6613

Wildlife Resources Division Vacancies

Wildlife Biologist 2 - Decatur County

LOCATION	Bainbridge Georgia NRCS Office						
DIVISION	Wildlife Resources Division						
POSITION #	00158260	JOB CODE	NRPO61	PAYGRADE	K	ENTRY SALARY	\$43,063.23

JOB DESCRIPTION

Under general supervision, duties include, but are not limited to, working intensively with landowners, farmers, media contacts, natural resource agency personnel and others to promote the implementation of habitat establishment and management to benefit wildlife on farm and forestlands. Primary duties include the development of detailed habitat management plans and financial incentive proposals to integrate wildlife management with other natural resource objectives.

MINIMUM QUALIFICATIONS

Master of Science Degree in Wildlife Management, Wildlife Biology, Wildlife Science or a related field from an accredited college or university.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Detailed knowledge relative to the ecology and management of early succession habitats for wildlife in the Southeast, the management needs of species and habitats of special concern, agriculture and forestry practices, Farm Bill and other cost share and incentive programs
- Computer software and mapping experience (e.g. MS Word, Excel, Access, GIS/GPS, and ARC View)
- Wildlife Resources Division experience

NOTE: Applicants that previously applied from DNR Vacancy Announcements# 47-2017 and 01-2018 are still being considered and do not need to re-apply.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
 Wildlife Resources Division
 ATTN: Connie Hopkins
 2067 US Hwy. 278, SE
 Social Circle, GA 30025
Connie.Hopkins@dnr.ga.gov

Wildlife Technician 2 – Towns County

LOCATION	Swallow Creek Team - Eastside						
DIVISION	Wildlife Resources Division						
POSITION #	00100651	JOB CODE	NRT011	PAYGRADE	I	ENTRY SALARY	\$32,418.30

JOB DESCRIPTION

Serves as member of team of three wildlife technicians, three day labors and/or volunteers. This positions responsibilities include maintenance duties, habitat development, heavily used hunting areas, as well as fishermen, birders, campers, and hikers on Swallow Creek, Warwoman, Chattahoochee, and Buck Shoals Wildlife Management Areas (WMAs). Also includes Dukes Creek State Park in Northeast GA (eastside work unit) and provides other public services such as technical guidance for nuisance abatement in Towns, Habersham and Rabun Counties. Serves as after hours on-call person on a rotation basis for emergency response. Specific duties include: supervision of Wildlife Tech 1/2, part-time workers, and/or volunteers; utilizing heavy equipment and farm equipment; creation and maintenance of wildlife openings; prescribed burning; construction, placement, and maintenance of nest structures for a variety of species; planting trees and shrubs; habitat management; maintenance of roads, buildings, gates and other structures; maintenance of property boundary, maintains inventory for assigned areas and administration of managed hunts. This position also assists with all regional WMAs as needed with projects such as research and surveys as well as disease monitoring of important wildlife species.

MINIMUM QUALIFICATIONS

Associate's degree in wildlife management or a related field from an accredited college or university.

OR

Completion of equivalent coursework (90 quarter hours or 60 semester hours) in wildlife management or related field from an accredited college or university.

OR

Two years of experience required in the Wildlife Resources Division as a Wildlife Technician 1 (NRT010) which included responsibilities in game or non-game management.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- An employment history in the Game Management Section
- An associate's degree or higher in Wildlife Management or related field
- Experience collecting wildlife management data
- Experience working with farm equipment and carpentry

NOTE: Applicants must possess a Commercial Driver's License (CDL) or be eligible to obtain a CDL.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Wildlife Resources Division
ATTN: Connie Hopkins
2067 US Hwy. 278, SE
Social Circle, GA 30025
Connie.Hopkins@dnr.ga.gov

Wildlife Technician 1- Jeff Davis County

LOCATION	WRD – Game Management – Region 6						
DIVISION	Wildlife Resources Division						
POSITION #	00212777	JOB CODE	NRT010	PAYGRADE	H	ENTRY SALARY	\$29,399.50

JOB DESCRIPTION

Under direct supervision, this position is assigned for maintenance duties on 3 Wildlife Management Areas (WMAs) in the Southeast Region north work team, which includes (Alligator Creek, Big Hammock, and Bullard Creek). Specific duties include: implementing assigned task in annual WMA work plans; utilizing heavy equipment and farm equipment; creation and maintenance of wildlife openings; prescribed burning; placement and maintenance of nest structures for a variety of species; planting trees and shrubs; maintenance of roads, buildings, gates and other structures; maintenance of property boundary and administration of managed hunts. Incumbent is responsible for maintenance of equipment including tractors, farm implements, and other heavy equipment. Collects important biological data for population monitoring of deer, turkey, and avian populations as well as disease monitoring of important wildlife species. Depending on training and experience, may provide other public services such as technical guidance for nuisance abatement, habitat development, and issuing permits for wildlife removal in assigned counties or serve as after hours on-call person on a rotational basis for emergency response.

MINIMUM QUALIFICATIONS

High school diploma or GED

AND

One year (2 semesters) of Biology.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience working for Wildlife Resources Division
- Employment history in wildlife management
- Experience working with farm equipment
- One year or more of college coursework in wildlife management or closely related field

NOTE: Applicants must possess a Commercial Driver's License (CDL) or be eligible to obtain a CDL. Those hired on a position requiring a CDL who do not possess a CDL will be expected to obtain a CDL within 12 months to perform their job.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Office of Human Resources
ATTN: Connie Hopkins
2070 US Hwy, 278, SE
Social Circle, GA 30025
Connie.Hopkins@dnr.ga.gov

Environmental Protection Division Vacancies

Manager 2, Environmental Protection – Bartow County

LOCATION	Mountain District Office						
DIVISION	Environmental Protection Division						
POSITION #	00100874	JOB CODE	RCM011	PAYGRADE	N	ENTRY SALARY	\$57,389.81

JOB DESCRIPTION

This position is responsible for managing the day to day operations of the Mountain District which consists of two offices located in Cartersville, Georgia and Atlanta, Georgia. The Mountain District Office is responsible in certain capacities for permitting, inspections, compliance and enforcement of all assigned facilities and complaints involving land protection, water supply, air quality, water quality and erosion and sedimentation for 37 counties including the Atlanta metro area. This position is responsible for ensuring that the goals and commitments are met with the effected media types, working closely with Program Managers to define target criteria, reviewing permit packages, reviewing all formal enforcement actions, maintaining databases on all enforcement proceedings, conducting enforcement meetings and negotiation settlement agreements.

MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental, Mechanical or Sanitary) or related field from an accredited college or university

AND

Four years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research, two of which was a supervisor.

OR

Two years of experience at a level equivalent to Mgr 1, Env Protection (RCM010).

NOTE: Graduate coursework in the above areas may substitute for a maximum of two years of non-supervisory experience.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Demonstrated experience in state and federal government environmental compliance and enforcement programs
- Experience managing multi-disciplinary regulatory programs
- Demonstrated skills and ability in negotiation, influence, and conflict resolution
- Strong written and verbal communication

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
 Environmental Protection Division
 ATTN: Arveeta Turner
 2 MLK Jr. Drive
 Suite 1456, East Tower
 Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

Manager 1, Environmental Protection – Fulton County

LOCATION	Watershed Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00101330	JOB CODE	RCM010	PAYGRADE	M	ENTRY SALARY	\$52,172.55

JOB DESCRIPTION

The incumbent in this position manages the Stormwater Unit of the Georgia Environmental Protection Division – Watershed Protection Branch - Nonpoint Source Program. The Unit is responsible for permitting, compliance, and enforcement of National Pollutant Discharge Elimination System (NPDES) Municipal (MS4) and Industrial stormwater permits. The incumbent will provide leadership to the Georgia stormwater community toward the overall goal of reducing stormwater pollution.

MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental, Mechanical or Sanitary) or related field from an accredited college or university

AND

Four years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Extensive knowledge or municipal stormwater management
- Extensive knowledge of industrial stormwater management
- Demonstrated knowledge of innovative stormwater management practices like low impact design and green Infrastructure
- Experience with business process improvement, including electronic solutions
- Experience writing or interpreting complex regulatory documents like permits
- Demonstrated success with stakeholder/public involvement
- Demonstrated commitment to Environmental Protection
- Graduate degree in related field

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
 Environmental Protection Division
 ATTN: Arveeta Turner
 2 MLK Jr. Drive
 Suite 1456, East Tower
 Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

NOTE: This position will remain on the DNR Vacancy Announcement until filled.

*Technical Project Manager 1/2 – Fulton County

LOCATION	Director's Office – Information Technology Unit						
DIVISION	Environmental Protection Division						
POSITION #	00101341	JOB CODE	ITP111	PAYGRADE	L	ENTRY SALARY	\$41,802.60
			ITP112		M		\$47,236.93

Based on education and experience, the selectee will be hired into one of the above mentioned job codes.

**Official Title: Project Manager 1/2*

JOB DESCRIPTION

The Georgia Environmental Protection Division's (EPD) Information Technology Unit is hiring a Technical Project Manager for its "Safe Drinking Water Information System (SDWIS) Prime" project. SDWIS Prime will replace the current system used by the state level environmental protection agencies, "SDWIS State". SDWIS is utilized by state level agencies in cooperation with the United States Environmental Protection Agency (EPA) to ensure the safety of public drinking water systems. SDWIS Prime will replace SDWIS State by the end of calendar 2018. The project is currently transitioning from the conceptual to the initial planning and development stages. The incumbent in this position responsibilities will include but not limited to establish an overall project plan, IT resource allocation, stakeholder resource requirements, coordinate project activities and review progress reports to ensure that the project progresses on schedule. The incumbent will be responsible for preparing project status reports as required by EPD IT management, confer with project staff to provide technical advice and proactively resolve issues to ensure proper corrective action is taken if risk is identified in the project.

MINIMUM QUALIFICATIONS

ITP111 – Technical Project Manager 1

Bachelor's degree in a related field from an accredited college or university

AND

Three years of recent relevant project management experience, with a progression in responsibility

AND

Eligibility to sit for Project Management Professional (PMP) certification.

ITP112 – Technical Project Manager 2

Bachelor's degree in a related field from an accredited college or university

AND

Five years of recent relevant project management experience, with a progression in responsibility

AND

Eligibility to sit for Project Management Professional (PMP) certification.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Bachelor's Degree in a field of Information Technology study
- Prior experience in environmental protection related projects
- Project Management (PMP) Certification
- Experience in project/program management in support of large, complex integrated software systems, including experience in planning, scheduling, resource tracking, risk management, communications, status reporting, quality assurance, and vendor and stakeholder management

(CONTINUED ON PAGE 18)

Technical Project Manager 1/2 Continued

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Environmental Protection Division
ATTN: Arveeta Turner
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

NOTE: This position will remain on the DNR Vacancy Announcement until filled.

Vacancy Ann # 08-2018

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Deadline Date 03/13/18

Environmental Compliance Specialist 1/2/3 – Fulton County

LOCATION	Watershed Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00101704	JOB CODE	RCP020	PAYGRADE	H	ENTRY SALARY	\$30,000.00
		JOB CODE	RCP021	PAYGRADE	J	ENTRY SALARY	\$33,630.41
		JOB CODE	RCP022	PAYGRADE	K	ENTRY SALARY	\$36,993.45

Based on education and experience, the selectee will be hired into one of the above mentioned job codes.

JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division – Watershed Protection Branch – Nonpoint Source Program - Floodplain Unit. This unit is responsible for providing education and training to local governments and citizens about flood maps, flood risk, and potential mitigation measures. It also manages contractors who produce updated flood maps and flood risk products, focuses on supporting communities that participate in the National Flood Insurance Program (NFIP), specifically supporting communities in regulating development in special flood hazard areas by adopting and administering local flood damage prevention ordinances. The position involves community outreach and delivery of training programs aimed at conveying regulatory principles associated with flood plain mapping and management.

MINIMUM QUALIFICATIONS

RCP020 – Environmental Compliance Specialist 1

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited four-year college or university.

RCP021 – Environmental Compliance Specialist 2

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited four-year college or university

AND

Two years of professional experience in environmental protection.

OR

One year of experience at a level equivalent to an Environmental Compliance Spec 1 (RCP020).

RCP022 – Environmental Compliance Specialist 3

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited four-year college or university

AND

Three years of professional experience in environmental protection.

OR

One year of experience at a level equivalent to an Environmental Compliance Spec 2 (RCP021).

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Environmental Compliance Specialist 1/2/3 Continued

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Knowledge of Floodplain Management and Regulating Development in Special Flood Hazard Areas
- Knowledge of the National Flood Insurance Program
- Experience with managing federal grants
- Experience with public speaking to local governments and the public
- Demonstrated successes with community outreach and stakeholder/public involvement

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Environmental Protection Division
ATTN: Arveeta Turner
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

Administrative Assistant 1/2 – Fulton County

LOCATION	Land Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00100969	JOB CODE	GST050	PAYGRADE	F	ENTRY SALARY	\$24,322.01
			GST051		G		\$26,672.14

JOB DESCRIPTION

The Georgia Environmental Protection Division (EPD) is seeking to hire an administrative support professional for the Land Protection Branch (LPB) in Atlanta, Georgia. The individual selected will serve as a member of the LPB administrative support pool and will be assigned and reassigned to LPB programs/units by the LPB Office Manager based on programmatic and staffing needs. Accordingly, this administrative support professional will need to be flexible, dynamic, and willing to cross train on duties and responsibilities that are critical for the LPB, and be willing to take on new assignments regularly with enthusiasm. The individual selected for this position must be detailed-orientated and have excellent communication, organizational, and customer-service skills, as well as strong computer skills.

Under the general to limited supervision of the LPB Office Manager, the Administrative Assistant will be responsible for the overall office operations and administrative support functions for the LPB's programs and units. They will present and maintain a professional administrative support environment characterized by a strong team orientation and positive outlook. Some specific duties include, but are not limited to: reserving meeting spaces and conference rooms; monitoring conference and copy rooms; answering multiple phone lines; greeting and escorting visitors; making travel arrangements; submitting expense reports; performing routine accounting/financial-related functions; completing routine personnel-related functions such as timesheet/leave entry and scheduling interviews; compiling training records; monitoring usage of and ordering office supplies; coordinating equipment installation and repairs; coordinating branch vehicle fleet activities including tracking mileage and fuel purchases; providing technical assistance to customers and staff; maintaining inventory records and performing property control functions; assisting with meeting preparation; drafting and/or proofing PowerPoint presentations, training materials, and other documents; coordinating or assisting with LPB activities related to the Georgia Open Records Act (GORA) which may include coordinating records searches; coordinating building maintenance; and providing general office support functions such as logging/tracking/copying/distributing correspondence, handling and distributing mail and faxes, creating and/or maintaining filing system(s), and entering data into spreadsheets and online systems.

MINIMUM QUALIFICATIONS

GST050 – Administrative Assistant 1

Associate's degree from an accredited college.

OR

Two years of related experience.

GST051 – Administrative Assistant 2

Associate's degree from an accredited college or university

AND

One year of related experience.

OR

Three years of related experience

(CONTINUED ON PAGE 22)

Administrative Assistant 1/2 Continued

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Competence and skill multi-tasking in a fast-paced work environment
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint and Outlook
- Excellent communication skills including writing, speaking, editing and proofreading, and phone presence
- Excellent organizational skills with the ability to self-start and work independently
- Excellent problem solving skills
- Experience with web editing and uploading documents
- Experience providing professional-level administrative support for senior- and/or mid-level managers
- Experience providing effective administrative support in a flexible and changing work environment
- Demonstrated record of reliability
- Familiarity with State of Georgia government or other government organizations
- Ability to work effectively with staff in a team-oriented environment and ability to develop and maintain strong relationships

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

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