

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title: Natural Resources Spec II

Functional Title:

Job Posting:

Monthly Salary: \$3235.00

Salary Group: B17

Posting Date:

Close Date:

Section/Division: Planning And Implementation/Water Quality Planning Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One

Position #(s): 1260

Job Description:

Assists in planning and implementing projects under the Nonpoint Source (NPS) program of the Water Quality Planning Division of the Texas Commission on Environmental Quality (TCEQ). Assists in administering water quality projects related to watershed-based plans for the Nonpoint Source (NPS) Program; reviews project deliverables to ensure they meet program guidance, contract specifications, and technical requirements; communicates with contractors; provides budget oversight for the NPS contracts; and promotes effective use of state and federal resources. Assists in the planning of NPS Quality Assurance Project Plans (QAPPs); reviews QAPPs to ensure they meet establish QA and NPS Program requirements and deadlines; and participates in project audits. Communicates with management, other agency staff, contractors, and external entities; keeps management informed of developing issues; responds to public inquiries, requests, and complaints related to the NPS program; and communicates with contractors to clarify expectations.

Assists in the development and review of the NPS Annual Report, the NPS Management Program, guidance documents and project factsheets; reviews and updates program operating procedures. Provides reviews of watershed protection plans. Provides input into the selection and design of water quality projects, including watershed pollutant characterizations, water quality modeling, and low-impact development projects; and assists with developing project scopes of work and other program work products. Prepares informational material; attends project stakeholder meetings; conducts presentations at workshops, conferences, etc.; and participates in Agency workgroups.

Military Occupational Specialty (MOS) Codes:

92W, 72D, AG, 180X-RL, 646X-LDO, MST, 790, 72, OAR15, 6842, 6802, 8831, 8866, 1W0X1, 1W0X2, 8E000, 9S100, and 15WX

Minimum Qualifications:

A bachelor's degree from an accredited college or university, with a major in a natural or physical science, engineering, environmental studies, or related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

One year of full-time experience in the field of environmental activities may be substituted for each year (30 semester hours) of the required education.

Preferred Requirements:

Bachelor's degree in, Ecology, Environmental Studies, Water Resource, or Environmental Science.

Experience using GIS.

Experience in developing and/or maintaining databases.

Experience developing and giving oral presentations, and/or in conducting trainings.

Experience managing environmental based projects.

Special Requirements:

Moving up to 10 pounds of files and public outreach equipment.

Traveling up to 5% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

To Apply:

Email a State of Texas application to jobs@tceq.texas.gov; or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC-116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer