



# 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](http://www.gadnr.org)

VACANCY ANNOUNCEMENT #30-2017

APPLICATION DEADLINE DATE: **August 1, 2017**

## **Vacant Position Listing**

**Please click on the Job Title – Location to learn more about the advertised vacant position**

**Georgia County & Major City Map ..... 3**

**Applicant Information ..... 4**

**Law Enforcement Position Hiring Information..... 5**

**Parks, Recreation & Historic Sites Division Vacancy..... 6**

    Manager 1, Parks and Preservation – Dougherty County.....6

    Park / Historic Site Manager 2 – Chatham County.....7

    Golf Course Superintendent 2 – Tattnall County .....9

    General Trades Technician 2 – Butts County ..... 11

**Environmental Protection Division Vacancies..... 12**

    Manager 2, Environmental Protection – Fulton County..... 12

    Manager 1, Environmental Protection – Clayton County..... 13

    Manager 1, Environmental Protection – Fulton County..... 14

    Manager 1, Environmental Protection – Fulton County..... 15

    Manager, Systems Development – Fulton County ..... 17

    Environmental Compliance Specialist 1/2/3 – Dougherty County ..... 19

    Customer Service Representative 1 – Fulton County ..... 21

    Administrative Support 1/2/3 – Glynn County ..... 22

## 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 and/or résumés 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/résumé to the address listed on the front of this announcement.
- Applicants must submit one application/résumé 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 the 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](http://www.naces.org/members.htm)) or the Association of International Credentials Evaluators ([www.aice-eval.org](http://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.
- 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](http://www.CoastalGADNR.org)  
[www.GeorgiaEPD.org](http://www.GeorgiaEPD.org)  
[www.GAshpo.org](http://www.GAshpo.org)  
[www.GADNRL.org](http://www.GADNRL.org)  
[www.GAStateParks.org](http://www.GAStateParks.org)  
[www.GeorgiaWildlife.org](http://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](http://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](http://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.

**Parks, Recreation & Historic Sites Division Vacancy**  
**Manager 1, Parks and Preservation – Dougherty County**

<b>LOCATION</b>	Park Operations, Region 3 Office						
<b>DIVISION</b>	Parks, Recreation and Historic Sites Division						
<b>POSITION #</b>	<b>00185329</b>	<b>JOB CODE</b>	<b>NRM030</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$47,236.93</b>

**JOB DESCRIPTION**

Manages the operation, maintenance, and protection of state-owned and managed properties and facilities, which emphasize natural, historic or scenic resources preservation. Develops and implements parks and facilities policies and procedures. Directs subordinate supervisors and staff.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Natural Resources Management, Environmental Science, Historical Preservation or a closely related field from an accredited college or university

**AND**

One year of experience in a directly related area.

**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  
Parks, Recreation and Historic Sites Division  
ATTN: Lisa Keener  
2024 Newton Rd.  
Albany, GA 31701  
[Parks3@dnr.ga.gov](mailto:Parks3@dnr.ga.gov)

## Park / Historic Site Manager 2 – Chatham County

<b>LOCATION</b>	Skidaway Island State Park						
<b>DIVISION</b>	Parks, Recreation and Historic Sites Division						
<b>POSITION #</b>	<b>00099089</b>	<b>JOB CODE</b>	<b>NRP013</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$35,569.36</b>

### **JOB DESCRIPTION**

Under limited supervision, plans, directs, manages, or coordinates activities of a Georgia State Parks facility (state parks, historical sites, golf courses and/or lodges). Organizes processes and develops procedures to manage administrative aspects of park. Responsible for the management of staff, budget and revenue.

### **Primary Duties & Responsibilities:**

- Supervises and plans work of assigned staff
- Answers inquiries pertaining to policies and services, and resolves occupants' complaints
- Collects payments and records data pertaining to funds and expenditures
- Coordinates activities and resolves complex problems
- Coordinates use of facilities with internal and external consumers
- Ensures site security and visitor/associate safety
- Implements and evaluates cash management procedures
- Manages the recruitment of volunteers
- Markets and implements an ongoing program of interpretation, outdoor recreation and public relations
- Observes and monitors to ensure efficient operations and adherence to facility's policies and procedures
- Oversees generation of revenue from multiple sources
- Oversees the management of the facilities
- Prepares budget requests and maintains the budget through effective budgeting decisions
- Provides a comprehensive program of educational opportunities for the benefit of site visitors
- Reviews and prepares all reports, documents and information for the operation of a facility

**(CONTINUED ON PAGE 8)**

## Park / Historic Site Manager 2 Continued

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university

**AND**

Two years of full-time supervisory experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance.

**OR**

Associate's degree from an accredited college or university

**AND**

Four years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, including two years of supervisory experience.

**OR**

High school diploma or GED

**AND**

Six years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, including two years of supervisory experience.

**OR**

Three years of experience required as an Assistant Park/Historic Site Manager (NRP011).

**OR**

One year of experience required as a Park/Historic Site Manager 1 (NRP012).

**NOTE:** The selected candidate must reside in housing provided. If not currently residing in DNR housing, the selected candidate will be required to pay 100% of residence utilities.

**NOTE:** This position may have law enforcement responsibilities based on the selected candidate.

**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  
Parks, Recreation and Historic Sites Division  
ATTN: Kat Edmond  
One Conservation Way  
Brunswick, GA 31520  
[Parks2@dnr.ga.gov](mailto:Parks2@dnr.ga.gov)



## Golf Course Superintendent 2 – Tattnall County

<b>LOCATION</b>	Brazell's Creek Golf Course at Gordonia Alatomaha State Park						
<b>DIVISION</b>	Parks, Recreation & Historic Sites Division						
<b>POSITION #</b>	<b>00193297</b>	<b>JOB CODE</b>	<b>NRP013</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$35,569.36</b>

*\*Official Job Title: Park/Historic Site Manager 2*

### **JOB DESCRIPTION**

Under limited supervision, plans, directs, manages, or coordinates activities of a Georgia State Parks Golf Course facility. Organizes processes and develops procedures to manage all aspects of golf course. Responsible for the management of staff, budget and revenue.

### **Primary Duties & Responsibilities:**

- Supervises and plans work of assigned staff
- Answers inquiries pertaining to policies and services and resolves occupants' complaints
- Records data pertaining to funds and expenditures
- Coordinates activities and resolves complex problems
- Coordinates use of facilities with internal and external consumers
- Ensures site security and visitor/associate safety
- Markets and implements an ongoing program of outdoor recreation, golf and public relations
- Observes and monitors course to ensure efficient operations and adherence to facility's policies and procedures
- Oversees the management of the facilities

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university

**AND**

Two years of full-time supervisory experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance.

**OR**

Associate's degree from an accredited college or university

**AND**

Four years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, including two years of supervisory experience.

**OR**

High school diploma or GED

**AND**

Six years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, including two years of supervisory experience.

**OR**

Three years of experience required as an Assistant Park/Historic Site Manager (NRP011).

**OR**

One year of experience required as a Park/Historic Site Manager 1 (NRP012).

**(CONTINUED ON PAGE 10)**

## Golf Course Superintendent 2 Continued

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

Associate's degree in turf grass management, agronomy or related field

#### **AND**

Four years of experience working in a golf course maintenance program, two years of which must be in the capacity of an Assistant Golf Course Superintendent.

#### **OR**

Six years of experience working in a golf course maintenance program, two years of which must be in the capacity of a Golf Course Superintendent.

**NOTE:** Applicants that previously applied from DNR Vacancy Announcement #'s 15-2017 and 19-2017 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  
Parks, Recreation and Historic Sites Division  
ATTN: Kat Edmond  
One Conservation Way  
Brunswick, GA 31520  
[Parks2@dnr.ga.gov](mailto:Parks2@dnr.ga.gov)

## General Trades Technician 2 – Butts County

<b>LOCATION</b>	Indian Springs State Park						
<b>DIVISION</b>	Parks, Recreation & Historic Sites Division						
<b>POSITION #</b>	<b>00098994</b>	<b>JOB CODE</b>	<b>FET031</b>	<b>PAYGRADE</b>	<b>F</b>	<b>ENTRY SALARY</b>	<b>\$24,322.01</b>

### JOB DESCRIPTION

Under general supervision performs a variety of semiskilled and skilled building trades work in the repair, maintenance or construction of state buildings and related structures. Installs and maintains security, climate control, and other facilities systems.

### MINIMUM QUALIFICATIONS

High school diploma or GED

**AND**

Two years of experience in building repairs and maintenance or in the specific area of assignment.

**OR**

One year of experience at the lower level General Trades Technician 1 (FET030) or position equivalent.

**NOTE:** Some positions may require area specific certifications/licenses.

**NOTE:** Applicants that previously applied from DNR Vacancy Announcement # 24-2017 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  
Parks, Recreation and Historic Sites Division  
ATTN: Lisa Keener  
2024 Newton Rd.  
Albany, GA 31701  
[Parks3@dnr.ga.gov](mailto:Parks3@dnr.ga.gov)

**Environmental Protection Division Vacancies**  
**Manager 2, Environmental Protection – Fulton County**

<b>LOCATION</b>	<b>Watershed Protection Branch</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00101372</b>	<b>JOB CODE</b>	<b>RCM011</b>	<b>PAYGRADE</b>	<b>N</b>	<b>ENTRY SALARY</b>	<b>\$62,923.28</b>

**JOB DESCRIPTION**

This position is located in the Georgia Environmental Protection Division (EPD) – Watershed Protection Branch. The incumbent in this position will manage Regional Water Planning; rulemaking development; branch finances coordination; management of administrative staff and Georgia Open Records Act (GORA) activities; cross program initiatives including new industry coordination and branch orientation for new employees.

**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 Regional Water Planning and rulemaking development experience.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](mailto:JobsAtEPD@dnr.ga.gov) 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](mailto:JobsAtEPD@dnr.ga.gov)

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

## Manager 1, Environmental Protection – Clayton County

<b>LOCATION</b>	<b>Land Protection Branch</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00101083</b>	<b>JOB CODE</b>	<b>RCM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$52,172.55</b>

### JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division – Land Protection Branch. The incumbent in this position will manage the Corrective Action Unit 2 (CAU2) in the Underground Storage Tank (UST) Program. Responsibilities include, but are not limited to overseeing state contractors at state lead or “orphan” UST cleanup sites; oversight of owner/operator funded UST cleanups; prioritizing/managing confirmed release backlog; federal Leaking Underground Storage Tank (LUST) cleanup grant writing, management and reporting; producing metrics and reports; state contractor procurement; Georgia Underground Storage Tank (GUST) Trust Fund eligibility determinations; assisting the UST Program Manager with legislation, rulemaking and special projects. Periodic overnight travel is required

### 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:

- Underground storage tank corrective action experience
- Experience with databases
- Experience producing programmatic metrics (tabular, charts, and graphs) through database queries, use of query tools, and use of Microsoft products such as Excel
- Experience writing policy, procedures and guidance, including clearly communicating (oral and written) program needs, objectives and issues to customers, contractors, trade organizations, and management
- Experience managing contracts
- Experience managing the work of contractors

**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](mailto:JobsAtEPD@dnr.ga.gov)

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

Vacancy Ann # 30-2017

[Return to the Vacant Position Listing](#)

Deadline Date 08/01/17

## Manager 1, Environmental Protection – Fulton County

<b>LOCATION</b>	<b>Watershed Protection Branch</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00160546</b>	<b>JOB CODE</b>	<b>RCM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$52,172.55</b>

### JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division - Watershed Protection Branch -Total Maximum Daily Loads (TMDL) Modeling and Development Unit. The incumbent in this position is responsible for overseeing the modeling and development of TMDLs for impaired waters. The incumbent is also responsible for overseeing the review of Watershed Assessments developed by National Pollutant Discharge Elimination System (NPDES) permit holders. These documents outline monitoring conducted by the regulatory community, provide an assessment of streams within the jurisdiction boundary, and outline the protective measures to be implemented. The incumbent will provide technical support and review of the assimilative capacity modeling required by the Comprehensive State-wide Water Plan.

### 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:

- Degree or course work in environmental, civil, chemical, or agricultural engineering, or an advance degree in environmental science or hydrology
- Familiar with the Clean Water Act and Georgia's Rules and Regulations for Water Quality Control
- Knowledge of and/or experience developing or implementing Total Maximum Daily Loads (TMDLs)
- Experience and/or understanding of water quality models and basic GIS software
- Knowledge of and/or experience in developing or reviewing Watershed Monitoring Plans, Watershed Assessments and/or Watershed Protection Plans
- Understanding of Best Management Practices (BMPs) as they relate to watershed protection and restoration
- Proficient with Microsoft Office Suite (including Word, Excel, PowerPoint and Access)

**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](mailto:JobsAtEPD@dnr.ga.gov)

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

Vacancy Ann # 30-2017

[Return to the Vacant Position Listing](#)

Deadline Date 08/01/17

## Manager 1, Environmental Protection – Fulton County

<b>LOCATION</b>	<b>Watershed Protection Branch</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00179119</b>	<b>JOB CODE</b>	<b>RCM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$52,172.55</b>

### JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division (EPD) – Watershed Protection Branch – Water Supply Program. The incumbent in this position will serve as the unit manager of the Surface Water Unit. Unit staff are responsible for reviewing surface water withdrawal permit applications and making recommendations regarding applications to the EPD Director. Surface water withdrawal permitting requires staff to coordinate with the applicant as well as other Division staff on hydrologic, climatological, engineering, demographic, and other related technical matters. Staff also prepare needs certifications to support the Army Corps of Engineers’ permitting process and support and participate in the Division’s Regional Water Planning, Drought Response, and Water Loss Control responsibilities. The successful candidate will have demonstrated experience with data gathering and analysis techniques to collect and review technical information on environmental activities, identifying and solving problems of a procedural or factual nature, discussing technical aspects of work with scientists, engineers, and other environmental experts. The candidate will have experience and familiarity with state and federal regulations and statutes, particularly those related to water supply and demand management, will have good written and verbal communication skills and can effectively manage multiple projects and priorities in a fast-paced environment.

### 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:

- Graduate degree in Water Resources, Engineering, Hydrology or similar field
- 3 years of experience with data gathering and analysis techniques to collect and review technical information on environmental activities, identifying and solving problems of a procedural or factual nature, discussing technical aspects of work with scientists, engineers, and other environmental experts
- At least 1 year of management experience of direct reports, including associated administrative duties
- Demonstrated ability to communicate effectively both orally and in writing including preparation and conducting briefings
- Experience and familiarity with state and federal regulations and statutes, particularly those related to water supply and demand management

**(CONTINUED ON PAGE 16)**

**Manager, 1 Environmental Protection 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.



## Manager, Systems Development – Fulton County

<b>LOCATION</b>	<b>Director's Office – Information Technology Unit</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00101176</b>	<b>JOB CODE</b>	<b>ITM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$47,236.93</b>

### JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division (EPD) - Information Technology program. The incumbent in this position will manage a unit whose primary responsibility is to support EPD existing applications as well as oversee the work of staff involved in programming, computer operations, and support services. Other responsibilities include development and on-going management of application maintenance schedules, application code update, query and report generation, data backups, database management, GETS activity management, software licensing management, customer support for both internal and external applications, infrastructure management and oversight of the EPD's Laboratory Information Management System.

The ideal candidate will possess the following:

- Experience with troubleshooting, system and network administration, data migrations, as well as software deployment in various environments
- Effective delegation, team coordination and communication skills, both verbal and written
- Experience developing, managing, and communicating implementation schedules
- Ability to manage multiple tasks/projects and changing priorities

### MINIMUM QUALIFICATIONS

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

**AND**

Three years of directly related supervisory experience

**OR**

Associate's /Vocational/Technical degree in a related field from an accredited college or university

**AND**

Five years of directly related supervisory experience

**OR**

Two years of experience at the lower level Systems Architect (ITP024) or position equivalent

**NOTE:** An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Knowledge and experience with .Net and Microsoft SQL
- Knowledge and experience with cloud managed services
- Help desk management

**(CONTINUED ON PAGE 18)**

**Manager, Systems Development 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](mailto:JobsAtEPD@dnr.ga.gov)**

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

## Environmental Compliance Specialist 1/2/3 – Dougherty County

<b>LOCATION</b>	Southwest District Office						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00179777</b>	<b>JOB CODE</b>	<b>RCP020</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$30,000.00</b>
		<b>JOB CODE</b>	<b>RCP021</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$33,630.41</b>
		<b>JOB CODE</b>	<b>RCP022</b>	<b>PAYGRADE</b>	<b>K</b>	<b>ENTRY SALARY</b>	<b>\$36,993.45</b>

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 (EPD) – Southwest District Office located in Albany, Georgia. The incumbent in this position will work on a multi-disciplined team ensuring that permitted facilities are operating in compliance with applicable regulations through inspection, interpretation of regulations, and evaluation of periodic reports; and drafting enforcement documents when necessary to remedy noncompliance. The incumbent will also address citizen complaints regarding program specific quality or other issues. This position involves routine interaction with the public, regulated industry, consultants, and other governmental officials. Therefore, the ability to clearly articulate technical concepts is essential. The majority of work performed by this position requires the production of written technical documents; therefore, good technical writing skills are also essential for this position. The ability to work with Microsoft Word and Excel are necessary skills.

### 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).

**(CONTINUED ON PAGE 20)**

## Environmental Compliance Specialist 1/2/3 Continued

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Experience in environmental regulation and related compliance and enforcement activities
- Experience dealing with the public
- Good communication skills in technical matters
- The ability to complete assignments in an efficient and accurate manner
- Experience with Microsoft Office suite and Outlook preferred

**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](mailto:JobsAtEPD@dnr.ga.gov)

## Customer Service Representative 1 – Fulton County

<b>LOCATION</b>	Land Protection Branch						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00101010</b>	<b>JOB CODE</b>	<b>GST120</b>	<b>PAYGRADE</b>	<b>F</b>	<b>ENTRY SALARY</b>	<b>\$22,970.02</b>

### JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division - Land Protection Branch. The incumbent in this position will be responsible for implementing a file system, interacting with customers, answering and routing calls from the main telephone system for the Branch.

### MINIMUM QUALIFICATIONS

High school diploma or GED

#### **AND**

Six months of experience handling customer's questions, complaints and/or providing information.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience creating, implementing, and maintaining a file system
- Experience in interacting with customers, both internal and external
- Experience answering and routing calls coming through a main telephone system

**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](mailto:JobsAtEPD@dnr.ga.gov)

## Administrative Support 1/2/3 – Glynn County

<b>LOCATION</b>	Coastal District Office						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00185462</b>	<b>JOB CODE</b>	<b>GSS080</b>	<b>PAYGRADE</b>	<b>C</b>	<b>ENTRY SALARY</b>	<b>\$20,904.00</b>
		<b>JOB CODE</b>	<b>GSS081</b>	<b>PAYGRADE</b>	<b>D</b>	<b>ENTRY SALARY</b>	<b>\$21,008.52</b>
		<b>JOB CODE</b>	<b>GSS082</b>	<b>PAYGRADE</b>	<b>E</b>	<b>ENTRY SALARY</b>	<b>\$22,077.93</b>

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 – Coastal District Office, located in Brunswick, GA. The incumbent in this position will have routine interaction with the public, regulated industry, consultants, and other governmental officials. The incumbent will provide administrative support to the Coastal District office by answering phones, processing mail, and filing documentation; preparing and tracking documents related to compliance, such as Consent Orders and Penalty Memos, and forwarding documents to the Director’s Office for approval as needed. The incumbent will be responsible for preparing and mailing correspondence to both the public and other government offices; and also assist with maintaining and monitoring office supply needs.

### MINIMUM QUALIFICATIONS

#### GSS080 – Administrative Support 1

High school diploma or GED

**AND**

Ability to perform basic office functions and computer related duties.

#### GSS081 – Administrative Support 2

High school diploma or GED

**AND**

Two years of general office or administrative experience.

#### GSS082 – Administrative Support 3

High school diploma or GED

**AND**

Four years of progressively complex office or administrative experience.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Knowledge and experience in providing general administrative support answering and disseminating phone calls and photocopying and scanning documents
- Demonstrates competent reading, writing, keyboarding and verbal communication skills
- Demonstrates competent computer skills and ability to enter data into and update spreadsheets
- Knowledge and experience in organizing documents for management review and distribution and processing of mail
- Ability to maintain and organize confidential files and/or confidential information
- Ability to demonstrate excellent customer service skills with the public and internal team members
- Ability to work independently with minimal supervision and in a team setting

**(CONTINUED ON PAGE 23)**

**Administrative Support 1/2/3 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](mailto:JobsAtEPD@dnr.ga.gov)**