Vacant Position Listing

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

Georgia County & Major City Map .................................................................................. 2
Applicant Information .................................................................................................... 3
Coastal Resources Division Vacancies ........................................................................... 4
  *Vessel Captain 1/2 – Glynn County ................................................................. 4
  Marine Technician 1/2 – Glynn County ............................................................... 6
Law Enforcement Division Vacancy .............................................................................. 8
  Game Warden 1 - Statewide ....................................................................................... 8
State Parks & Historic Sites Division Vacancies .......................................................... 10
  *Golf Course Manager – Tattnall County .............................................................. 10
  Park / Historic Site Assistant Manager – Monroe County .................................... 12
  Parks Maintenance Technician 2 – Tattnall County ............................................... 13
Wildlife Resources Division Vacancies ....................................................................... 14
  Database Administrator 1 / 2 - Walton County ..................................................... 14
  Wildlife Biologist 2 – *Coweta County ................................................................ 16
  Fisheries Technician Supervisor – Terrell County .................................................. 17
  Business Support Analyst 1 – Walton County ...................................................... 18
Environmental Protection Division Vacancies ............................................................ 19
  Manager 1, Environmental Protection – Clayton County .................................... 19
  Manager 1, Environmental Protection – Clayton County .................................... 20
  Licensing Technician 1/2/3 – Clayton County ...................................................... 21
  Administrative Assistant 2 – Fulton & Clayton County ....................................... 23
  Administrative Support 2 – Tift County ................................................................. 24
  EPD Continuous Recruitment ................................................................................. 25
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.
- 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 https://gadnr.org/careers.
- If submitting a résumé, please attach the résumé 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 specific job posting. Please note that deadlines will differ by job postings.
- 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 publicly 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: www.CoastalGADNR.org
- Environmental Protection Division: www.GeorgiaEPD.org
- Law Enforcement Division: www.GADNRLE.org
- Parks and Historic Resources Division: www.GAStateParks.org
- Wildlife Resources Division: www.GeorgiaWildlife.org

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

Return to the Vacant Position Listing
Coastal Resources Division Vacancies

*Vessel Captain 1/2 – Glynn County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CRD, Brunswick</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Coastal Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00167769</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>TRP040</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>I</td>
</tr>
<tr>
<td>Entry Salary</td>
<td>$31,172.58</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>TRP041</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>J</td>
</tr>
<tr>
<td>Entry Salary</td>
<td>$34,289.83</td>
</tr>
</tbody>
</table>

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

**JOB DESCRIPTION**

Under general supervision assist with the safe operation of the large and small research vessels during all vessel operations. Assists in maintaining the R/V Marguerite (47’ fiberglass v-hull with inboard diesel engine) and all onboard equipment in a clean, well-organized, safe and operational condition. Assists in planning and scheduling field operations with all pertinent parties. Ensures vessel is appropriately fueled, loaded, and provisioned for vessel operations. Assists project personnel with tasks aboard the R/V Marguerite, to include deck work and diving. Assists with the coordination and scheduling of CRD diving operations.

**MINIMUM QUALIFICATIONS**

**TRP040 – Vessel Captain 1**

High school diploma or GED

AND

Six months of experience in the operation of a motor vessel of more than 15 gross tons in the coastal or inland waters.

NOTE: Must also possess or obtain a valid U. S. Coast Guard license to operate or navigate mechanically propelled passenger carrying vessels of not more than 100 gross tons upon waters other than ocean coastline

AND

Must obtain a valid Third-Class Radio\Telephone Operators License.

**TRP041 – Vessel Captain 2**

High school diploma or GED

AND

One year of experience in the operation of a motor vessel of more than 15 gross tons in the coastal or inland waters.

NOTE: Must also possess or obtain a valid U.S. Coast Guard license to operate or navigate mechanically propelled passenger carrying vessels of not more than 100 gross tons upon waters other than ocean coastline

AND

Must obtain a valid Third-Class Radio\Telephone Operators License.

(Continued on Page 5)
Vessel Captain 1/2 Continued

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:

- Possession of a U.S. Coast Guard license to operate self-propelled vessels not including auxiliary sail of less than 100 gross registered tons (GRT) upon near coastal waters
- Experience operating vessels in Georgia waters, both inshore and offshore
- Experience operating vessels with inboard diesel engines and power systems
- Experience with deployment and retrieval of commercial fishing gears including nets, trawls, and longlines
- Experience conducting dive operations from vessels in the open ocean
- Dive certified with more than 35 logged dives

Note: Please direct questions about the position to Carolyn Belcher at Carolyn.Belcher@dnr.ga.gov or (912) 264-7218.

NOTE: Applicants that previously applied for this position with a deadline date of 11/4/20 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
Coastal Resources Division
C/O 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

The Deadline date to apply for this position is 2/23/21
**Marine Technician 1/2 – Glynn County**

**LOCATION** CRD - Brunswick  
**DIVISION** Coastal Resources Division  
**POSITION #** 00182131  
**JOB CODE** NRT050  
**PAYGRADE** H  
**ENTRY SALARY** $29,399.50  
**PAYGRADE** NRT051  
**ENTRY SALARY** $32,418.30

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

**JOB DESCRIPTION**

Under direct to general supervision, the incumbent in this position will be expected to assist in accomplishing the goals and objectives of the Ecological Monitoring Trawl Survey (EMTS), which include conducting biological field studies utilizing trawl gear deployed from a large vessel. Supports biological and technical staff during the collection of data used to manage Georgia’s marine commercial fisheries. Responsible for the maintenance and operation of small research vessels in Georgia’s territorial waters. On a limited basis may supervise marine technicians, hourly employees, or 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**

**NRT050 - Marine Technician 1**

High school diploma or GED  
AND  
One year (2 semesters) of Biology.

**NRT051 - Marine Technician 2**

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 experience in:

- Training and/or certification in small vessel operations in coastal waters
- Aboard vessels 45 feet or larger in coastal and inshore operations
- Field sampling methodology: deployment, retrieval, and maintenance of sampling gears (trawls, seines, etc.), data collection, and fish ID
- Constructing and utilizing general databases for field data entry and analysis (MS-Access preferred)
- Possession of a bachelor’s degree in marine biology, fisheries, natural resource management or related field

**NOTE:** Please direct questions about this position to Eddie Leonard, Program Manager at Eddie.Leonard@dnr.ga.gov or 912 264-7218.

*(CONTINUED ON PAGE 7)*
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

The Deadline date to apply for this position is 2/12/21
Law Enforcement Division Vacancy

Game Warden 1 - Statewide

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Statewide</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Law Enforcement Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>Multiple</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>PSP040</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>LH</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$41,236.08</td>
</tr>
</tbody>
</table>

**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 Game Warden job series.

**MINIMUM QUALIFICATIONS**

Associates 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.

**OR**

Veterans of the United States Military who have a minimum of 4 years of active duty military service and have received an Honorable Discharge.

**NOTE:** Certificates, completed diploma programs and/or accumulated hours from a technical college, without an Associate’s degree, do not qualify.

**NOTE:** Veterans must submit a copy of their DD214 and show proof of a high school diploma or GED which is required for POST certification.

**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 POST Certified must pass the POST Entrance Exam to be considered for a Game Warden position. A copy of the test scores must be included with the application when applying for a Game Warden position.

**NOTE:** POST Entrance Exam Information is located on the Careers page of the DNR website at [http://www.gadnr.org/careers](http://www.gadnr.org/careers) in the Important Notices section.

Applicants who are POST Certified must provide a copy of their POST Certification Certificate when applying for a 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

*(CONTINUED ON PAGE 9)*
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.

Applicants must complete the DNR POST Certified Position Application for Employment (located at www.gadnr.org/careers) 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: Game Warden Employment
1000 Indian Springs Drive
Forsyth, GA 31029

NOTE: The deadline to submit applications is May 31, 2021.
Applications must be postmarked on or before May 31, 2021. Applications postmarked after May 31, 2021 will not be considered. Conditional Offers of Employment for the 36th Game Warden Academy will not begin until October 2021. The effective hire date will be January 2022.

The Deadline date to apply for this position is 5/31/21
## State Parks & Historic Sites Division Vacancies

**Golf Course Manager – Tattnall County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Jack Hill State Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>State Parks &amp; Historic Sites Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00218275</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>NRP013</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>J</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$35,569.36</td>
</tr>
</tbody>
</table>

*Official Title: Park Historic Site Manager 2*

### 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 complaints
- Collects payments and records data pertaining to funds and expenditures
- Coordinates activities and resolve complex problems
- Coordinates use of facilities with internal and external consumers
- Manages the recruitment of volunteers
- Markets and implements an ongoing program of outdoor recreation, golf, 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
- Reviews and prepares all reports, documents, and information for the operation of the golf course

### 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

(CONTINUED ON PAGE 11)
Golf Course Manager Continued

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).

PREFERRED QUALIFICATIONS
Preference may be given to applicants with PGA Certification.

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
- State Parks & Historic Sites Division
- ATTN: Sandra Harris
- 1 Conservation Way
- Brunswick, GA 31520
- Parks2@dnr.ga.gov

The Deadline date to apply for this position is 2/11/21
**Park / Historic Site Assistant Manager – Monroe County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>High Falls State Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Parks &amp; Historic Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00098982</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>NRP011</td>
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<tr>
<td>PAYGRADE</td>
<td>H</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$30,869.47</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under general supervision, plans and 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. This is the entry/training level of the Parks Facilities Management job series. Directs subordinate supervisors and staff.

**MINIMUM QUALIFICATIONS**
Bachelor’s degree from an accredited four-year college or university.

OR
Associate degree from an accredited college or university
AND
Two years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor’s service, security or facilities maintenance.

OR
High School Diploma or GED
AND
Three years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor’s service, security or facilities maintenance.

**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.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](mailto:Parks3@dnr.ga.gov) 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

The Deadline date to apply for this position is 2/18/21
Parks Maintenance Technician 2 – Tattnall County

LOCATION: Jack Hill State Park
DIVISION: State Parks & Historic Sites Division
POSITION # 00099065  JOB CODE NRT031  PAYGRADE F  ENTRY SALARY $24,322.01

JOB DESCRIPTION
Under general supervision, plans, and/or implements the maintenance programs for parks, museums, recreation facilities. May assist in management of park facilities.

Primary Duties & Responsibilities:
- Supervises and plans work of assigned staff
- Assists in provision of park programs and recreation activities
- Assists with fertilization and application of herbicides and other necessary treatment programs
- Assists with landscaping, planting, and erosion control
- Collects fees, direct traffic as required
- Maintain inventory; keep related records in accordance with the applicable policies and procedures
- Makes recommendations and initiates repairs, maintenance, and/or renovations of structures, grounds, facilities, roads, and other physical features of area
- Performs various maintenance responsibilities of shelters, water systems and all park grounds and buildings
- Prepares and maintains a maintenance schedule
- Provides assistances to park guest as needed
- Repairs and maintains motorizes and mechanical equipment and all other equipment as necessary

MINIMUM QUALIFICATIONS
Vocational/Technical degree in a related field from an accredited college.
OR
High school diploma or GED
AND
One year of experience in general building, park or golf course maintenance that involved general repairs, building maintenance and ground maintenance.

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
State Parks & Historic Sites Division
ATTN: Sandra Harris
1 Conservation Way
Brunswick, GA  31520
Parks2@dnr.ga.gov

The Deadline date to apply for this position is 2/16/21

Return to the Vacant Position Listing
Wildlife Resources Division Vacancies

Database Administrator 1 / 2 - Walton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>DIVISION</th>
<th>PAYGRADE</th>
<th>ENTRY SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRD – License and Boat Registration Unit</td>
<td>Wildlife Resources Division</td>
<td>L</td>
<td>$42,622.26</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M</td>
<td>$48,163.15</td>
</tr>
</tbody>
</table>

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

JOB DESCRIPTION

This position provides critical internal and external support to DNR employees, the WRD: License and Boat Registration Unit (LBRU), and to the public. The position provides facility network support and phone system support for WRD Headquarters (WRD: HQ), the Wildlife Resources Conservation Center (includes LBRU), and the Law Enforcement Division Headquarters (LE HQ) by coordinating with DNR IT, service vendors, and staff. This position primarily supports LBRU in the critical role of database administrator by running data queries and providing reports to assist with certifying number of boats for US Coast Guard grants; hunting and fishing license sales for US Fish and Wildlife grants; running data queries and providing reports for weekly Georgia Open Record Requests related to boat ownership, captain licenses, or a customer’s license history; running various reports for internal and external customers; analyzing data for LE needs; and running reports to check the data integrity of the current boat registration and licensing system and then working with our licensing system vendor to identify and remedy any data deficiencies. Additional duties include ordering computer equipment for the WRD Director's Office and LBRU staff, installing that equipment, and troubleshooting network issues as needed.

MINIMUM QUALIFICATIONS

ITP030 – Database Administrator 1

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

OR

Three years of software applications experience designing, testing, and coding applications of related databases.

ITP031 – Database Administrator 2

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

AND

Two years of experience in support of an operating system, database management system or a related field.

OR

Two years of experience at the lower level Database Administrator 1 (ITP030) or position equivalent.

PREFERRED QUALIFICATIONS

- Current DNR Employee
- A Master's degree in computer science, data management, or a related field from an accredited college or university
- One (1) year of job related experience in wildlife conservation data management or comparable data management (database administrator, network administrator, programming database queries, data steward, data analyst, etc.)
- One (1) year of job related experience working with hunting and fishing license data or comparable data through a government or private entity

(CONTINUED ON PAGE 15)
**Database Administrator 1/2 Continued**

- One (1) year of job related experience in computer networking
- One (1) year of job related experience working with contractual vendors for IT related facility and data system management
- One (1) year of job related experience producing data reports from a data 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
Office of Human Resources
ATTN: Keely Bowen
2067 US Hwy, 278, SE
Social Circle, GA 30025
keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 2/9/21
**Wildlife Biologist 2 – *Coweta County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Coweta or adjacent counties</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00100773</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>NRPO61</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>K</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$43,063.23</td>
</tr>
</tbody>
</table>

*Successful candidate must reside within one of the following counties:  Coweta, Carroll, Fulton, Fayette, Spalding, Meriwether, Troup, or Heard.*

**JOB DESCRIPTION**

Under general supervision, primary duties include the development of detailed population and habitat management plans, data collection and analysis, wildlife disease surveillance, administering deer harvest prescriptions, hosting and teaching management seminars, and providing technical guidance on management of deer, turkeys, feral hogs, and predators.

**MINIMUM QUALIFICATIONS**

Master’s degree in Biology or a related field from an accredited college or university.

OR

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

AND

One year of related experience.

OR

One year of experience required at the lower level Wildlife Biologist 1, (NRPO60) or position equivalent.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Detailed knowledge relative to the ecology and management of deer and turkey habitats and populations in the southeast
- Experience implementing land management activities beneficial to turkeys and deer
- Computer software and mapping experience (e.g. MS word, Excel, Access, GIS/GPS and Arc-GIS)
- Wildlife Resources Division experience

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: Keely Bowen  
2067 US Hwy, 278, SE  
Social Circle, GA 30025  
keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 2/15/21

*Return to the Vacant Position Listing*
## Fisheries Technician Supervisor – Terrell County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Steve Cocke Hatchery</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00100351</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>NRT063</td>
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<tr>
<td>PAYGRADE</td>
<td>K</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
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</tr>
</tbody>
</table>

### JOB DESCRIPTION
This position serves as manager at the Dawson Fish Hatchery; directs all fish care and culture operations at this large warm water fish production facility; supervises other staff in the performance of all phases of fish culture and supporting operations such as equipment operation and maintenance, facilities and grounds maintenance, and purchasing; identifies needs and sets priorities and prepares budget requests for hatchery repair and renovation projects. Provides technical support from the hatchery for research, surveys, and public waters management projects as requested by other managers, and as the workload allows.

### MINIMUM QUALIFICATIONS
Bachelor’s degree in fisheries management or a related field from an accredited college or university. AND
Four years of experience at the lower level Fisheries Tech 2 (NRT061) or position equivalent. OR
Associate's degree in Fisheries Management or related field from an accredited college or university AND
Five years of experience required at the lower level Fisheries Technician 2 (NRT061) or position equivalent. OR
Completion of equivalent coursework (90 quarter hours or 60 semester hours) in Fisheries Management or a related field from an accredited college or university AND
Five years of experience required at the lower level Fisheries Technician 2 (NRT061) or position equivalent. OR
High school diploma or GED AND
Two years of experience required at the lower level Fisheries Technician 3 (NRT062) or position equivalent.

### PREFERRED QUALIFICATIONS
Preference may be given to:
- Applicants with experience in warm-water fish culture
- Current Wildlife Resources Division personnel

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: Keely Bowen
- 2067 US Hwy, 278, SE
- Social Circle, GA 30025
- keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 2/16/21

*Return to the Vacant Position Listing*
**Business Support Analyst 1 – Walton County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>WRD Headquarters – Game Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00100833</td>
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<tr>
<td>JOB CODE</td>
<td>GSP130</td>
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<td>PAYGRADE</td>
<td>J</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$35,569.36</td>
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</table>

**JOB DESCRIPTION**
Under supervision, performs complex administrative duties and statistical, financial, or operational data analysis and reporting in support of management decision making in functional area. Identifies trends, discrepancies, and variances to improve the efficiency and effectiveness of operations. Exercises various latitudes of independent judgement. May administer or provide high level support for various projects, grants, implementation of procedures, and/or specialized functions.

**MINIMUM QUALIFICATIONS**
Bachelor's degree in business or related field from an accredited college or university AND One year of experience related to area of assignment.

**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:
- Experience using PeopleSoft Financials
- Proficiency in the use of Excel (creating spreadsheets, formulas, pivot tables, etc.)
- Experience in budget preparation, monitoring, reconciliation, and procurement
- Working knowledge of DNR Human Resources and Administrative policies and procedures
- Experience providing professional administrative support for senior and mid-level managers

Vacancy is open to current DNR employees only. If interested in applying for this position, please complete a DNR Application for Employment and mail it to the address listed below or submit it electronically to the e-mail address highlighted below:

Georgia Department of Natural Resources  
Office of Human Resources  
ATTN: Keely Bowen  
2067 US Hwy, 278, SE  
Social Circle, GA 30025  
keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 2/12/21
Environmental Protection Division Vacancies

Manager 1, Environmental Protection – Clayton County
This position is open to current DNR/EPD Employees ONLY

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Air Protection Branch</th>
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<tr>
<td>DIVISION</td>
<td>Environmental Protection Division</td>
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<tr>
<td>POSITION #</td>
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<td>JOB CODE</td>
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<td>PAYGRADE</td>
<td>M</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$52,172.55</td>
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</table>

JOB DESCRIPTION
This position is in the Georgia Environmental Protection Division (EPD) Air Protection Branch – Mobile and Area Sources Program – Compliance Unit. The purpose of the Compliance Unit is to ensure compliance with the Rules for Enhanced Inspection and Maintenance, Rule 391-3-20. The Unit evaluates compliance with the Rules for vehicle emissions stations, owners, and inspectors. Georgia’s Vehicle Emissions Inspection and Maintenance (I/M) Program covers 13 counties in the metro Atlanta area and inspects over 3 million vehicles annually. The Unit also evaluates compliance for Gasoline Dispensing Facilities (GDF’s) throughout Georgia. The purpose of this position is to provide management oversight and direction for Unit staff, which includes five Environmental Compliance Specialists and one Environmental Engineer. This position is responsible for oversight of compliance activities, including issuance of civil enforcement actions to ensure a return to compliance for vehicle emissions inspectors, stations, and GDF’s. This position also participates in rules, policies and Standard Operating Procedure development. This position is also responsible for attending meetings with the I/M Industry advisory Board (IAB).

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.

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 for a maximum of two year non-managerial/supervisory experience.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:
- Four years of environmental compliance experience
- Strong written and verbal communication skills
- Strong project management skills

Application Instructions:
Completed applications must be submitted to Jobsatepd@dnr.ga.gov by the posting deadline. The subject line should reference “APB PM1 ATTN: Katie”.

The Deadline date to apply for this position is 2/16/21
Manager 1, Environmental Protection – Clayton County

LOCATION | Land Protection Branch
DIVISION | Environmental Protection Division
POSITION # | 00100903
JOB CODE | RCM010
PAYGRADE | M
ENTRY SALARY | $52,172.55

JOB DESCRIPTION
This position is located in the Georgia Environmental Protection Division (EPD) Land Protection Branch – Lead Based Paint and Asbestos Unit. The incumbent in this position will manage Georgia's lead and asbestos program which includes supervising inspections and enforcement actions, credentialing of contractors and firms, outreach to the public and regulated community to raise awareness of regulations. This incumbent will also implement the requirements of multiple regulatory standards including the Georgia Asbestos Safety Act, Georgia Lead Poisoning Prevention Act, NESHAP and AHERA in order to ensure safe handling of lead and asbestos during construction and renovation activities and partner with the Department of Public Health, Secretary of State's Office, EPA and others to encourage compliance with rules and regulations.

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.

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 for a maximum of two year non-managerial/supervisory experience.

NOTE: This position is based at the EPD Tradeport Offices at 4244 International Pkwy, Atlanta, GA.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:
- Experience with state and federal regulations.
- Familiarity with construction practices, lead and asbestos regulations, inspections, and enforcement, and/or credentialing programs.
- Experience managing remote employees.
- Experience developing and streamlining management processes.

Application Instructions:
Applications must be received through Team Georgia Careers at http://team.georgia.gov/careers/. Click “Search Jobs” and enter job number REG02A3 in the keyword search box or click here.

The Deadline date to apply for this position is 2/16/21

Return to the Vacant Position Listing
**Licensing Technician 1/2/3 – Clayton County**

<table>
<thead>
<tr>
<th>LOCATION</th>
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<tr>
<td>DIVISION</td>
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<td>POSITION #</td>
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<td>JOB CODE</td>
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<tr>
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<td></td>
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<td></td>
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<tr>
<td></td>
<td>RCT012</td>
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<td>H</td>
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<td></td>
<td>$30,000.00</td>
</tr>
</tbody>
</table>

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) Land Protection Branch – Underground Storage Tank Management (Enforcement Unit). The incumbent in this position will support the enforcement actions of the Underground Storage Tank Program. Duties include, referring cases to enforcement officers, issuing and tracking progress of enforcement orders, processing settlements for payment, updating data for facility changes provided to the Program and assisting with annual storage tank registration.

**MINIMUM QUALIFICATIONS**

**RCT010 – Licensing Technician 1**

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

OR

Two years of related experience.

**RCT011 – Licensing Technician 2**

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

OR

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

One year of related experience.

OR

Three years of related experience.

OR

One year of experience at the lower level Licensing Technician 1 (RCT010) or position equivalent.

**RCT012 – Licensing Technician 3**

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

One year of related experience.

OR

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

Three years of related experience.

OR

Five years of related experience.

OR

One year of experience at the lower level Licensing Technician 2 (RCT011) or position equivalent.

(CONTINUED ON PAGE 22)
**Licensing Technician 1/2/3 Continued**

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with experience in:
- Experience with online data management systems
- Experience in providing customer service
- Ability to work with and support teammates
- Experience in a regulatory environment
- Proficiency with Microsoft Office suite of programs

**NOTE:** This position is based at the EPD Tradeport Offices at 4244 International Pkwy, Atlanta, GA.

**Application Instructions:**
Applications must be received through Team Georgia Careers at [http://team.georgia.gov/careers/](http://team.georgia.gov/careers/). Click “Search Jobs” and enter job number REG029W in the keyword search box or click here.

| The Deadline date to apply for this position is 2/9/21 |

*Return to the Vacant Position Listing*
**Administrative Assistant 2 – Fulton & Clayton County**

**LOCATION**  
Land Protection Branch Tower’s Office & Tradeport Office

**DIVISION**  
Environmental Protection Division

<table>
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<tr>
<th>POSITION #</th>
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<th>ENTRY SALARY</th>
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**JOB DESCRIPTION**  
These positions are located at the Land Protection Branch's Towers and Tradeport Offices. The incumbents will assist the Land Branch with labor distribution, answering phones, leave entry, data entry, supply orders, processing mail, filing and other administrative and programmatic functions. These positions are critical to providing necessary administrative support to Branch programs and are not suitable for teleworking.

**MINIMUM QUALIFICATIONS**  
Associate's degree from an accredited college or university  
AND  
One year of related experience.  
OR  
Three years of related experience.

**PREFERRED QUALIFICATIONS**  
Preference may be given to applicants with:  
- Excellent customer service skills  
- Knowledge of Microsoft Word, Excel and PeopleSoft Financials  
- Experience with Georgia's Open Records Act  
- Basic understanding of labor distribution and timesheets  
- Ability to complete reports in a timely manner, excellent attention to detail  
- Ability to multi-task all front office duties  
- Familiarity with State of Georgia government or other government organizations

**Application Instructions:**  
Applications must be received through Team Georgia Careers at [http://team.georgia.gov/careers/](http://team.georgia.gov/careers/). Click “Search Jobs” and enter job number ADM0AJF in the keyword search box or [click here](http://team.georgia.gov/careers/).

The Deadline date to apply for this position is 2/5/21

*Return to the Vacant Position Listing*
**Administrative Support 2 – Tift County**

<table>
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<th>LOCATION</th>
<th>Watershed Protection Branch</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Environmental Protection Division</td>
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<tr>
<td>POSITION #</td>
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<td>JOB CODE</td>
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<td>PAYGRADE</td>
<td>D</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$21,008.52</td>
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</table>

**JOB DESCRIPTION**

This position is located in the Watershed Protection Branch - Water Supply - Agricultural Permitting Unit located in Tifton, Georgia. The successful candidate will serve in the areas of data entry, file room maintenance, conference room bookings, answering the main phone line and greeting the public. Duties include, but are not limited to, administrative support (i.e. clerical, mail receipt and distribution, phones, faxing, copying, filing, data entry, greeting clients, supply orders), data entry (which includes new applications for permits), Letter of Concurrence package development, and mailing of permits and associated documents to clients.

**MINIMUM QUALIFICATIONS**

High school diploma or GED

AND

Two years of general office or administrative experience.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Proficiency in Microsoft Office applications (Access, Word, Excel, Power Point)
- Ability to utilize electronic devices including laptop computer, cellular telephone, copier, scanner, metered mail machine, and fax machine
- Skilled in communication, organization, report writing and problem-solving
- Comfortable multitasking and handling multiple requests from different individuals
- Ability to communicate clearly both verbally and in writing in order to prepare reports and letters

**Application Instructions:**

Applications must be received through Team Georgia Careers at [http://team.georgia.gov/careers/](http://team.georgia.gov/careers/). Click “Search Jobs” and enter job number ADM0AHI in the keyword search box or [click here](http://team.georgia.gov/careers/).

The Deadline date to apply for this position is 2/5/21


**EPD Continuous Recruitment**

The Environmental Protection Division (EPD) continuously recruits for Environmental Engineers, Environmental Compliance Specialists, Geologists and Lab Scientists. For more information on positions and to apply, click here. Current opportunities include the following:

**ENVIRONMENTAL ENGINEER**

Air Protection Branch / Chemical Permitting Unit / Clayton County, Atlanta

Air Protection Branch / Nitrogen Oxides Unit / Clayton County, Atlanta

Air Protection Branch / Volatile Organic Compound Permitting Unit / Clayton County, Atlanta

Air Protection Branch / Air Toxics Unit / Clayton County, Atlanta

Air Protection Branch / Emissions and Control Strategies Unit / Clayton County, Atlanta

Watershed Protection Branch / Drinking Water Compliance Unit / Fulton County, Atlanta

Watershed Protection Branch / Municipal Permitting Unit / Fulton County, Atlanta

Watershed Protection Branch / Permitting Unit / Fulton County, Atlanta

Watershed Protection Branch / Safe Dams Unit / Fulton County, Atlanta

Watershed Protection Branch / Water Quality Modeling Unit / Fulton County, Atlanta

Land Protection Branch/ Response and Remediation Program-Voluntary Remediation Unit / Fulton County, Atlanta

Land Protection Branch/ Hazardous Waste Corrective Action-Remedial Sites Unit 2 / Fulton County, Atlanta

**ENVIRONMENTAL COMPLIANCE SPECIALIST**

Air Protection Branch / Radiation Protection / Clayton County, Atlanta

Watershed Protection Branch / Safe Dams Unit / Fulton County, Atlanta

Watershed Protection Branch / Municipal Permitting Unit / Fulton County, Atlanta

Watershed Protection Branch / Drinking Water Compliance Unit / Fulton County, Atlanta

Watershed Protection Branch / Stormwater Unit / Fulton County, Atlanta

Watershed Protection Branch / Ambient Monitoring Unit / Tift County, Tifton

Watershed Protection Branch / Ambient Monitoring Unit / Richmond County, Augusta

(Continued on Page 26)

*Return to the Vacant Position Listing*
**EPD Continuous Recruitment Continued**

Watershed Protection Branch / Ambient Monitoring Unit / Fulton County, Atlanta

Land Protection Branch/Risk Assessment Unit/Fulton County, Atlanta

Land Protection Branch/Generator Compliance Unit/Fulton County, Atlanta

Land Protection Branch/Recovered Materials Unit/Clayton County, Atlanta

Land Protection Branch/Lead-Based Paint & Asbestos/Clayton County, Atlanta

District Office/Southwest/Dougherty County, Albany

**GEOLOGIST**
Land Protection Branch/Risk Assessment Unit/Fulton County, Atlanta

Land Protection Branch/Voluntary Remediation Unit/Fulton County, Atlanta

Land Protection Branch/Environmental Monitoring Unit/Clayton County, Atlanta

**LABORATORY SCIENTIST**
Laboratory Operations/Gwinnett County, Norcross

Applicants need not apply to each specific vacancy listed above. By applying to a specific job title and branch, you are applying to a pool and you will be considered for all vacancies within that job series in the specified branch. Candidates who meet minimum entry qualifications will be contacted further with specific job information.