VACANCY ANNOUNCEMENT

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

GEORGIA DEPARTMENT of NATURAL RESOURCES
Office of Human Resources
404.656.7560
www.gadnr.org

VACANCY ANNOUNCEMENT #21-2019
APPLICATION DEADLINE DATE: June 4, 2019
 Vacant Position Listing

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

Vacant Position Listing

Georgia County & Major City Map

Applicant Information

Conservation Ranger 1 (Game Warden) Applicant Information

Parks, Recreation & Historic Sites Division Vacancies

Park / Historic Site Manager 3 – Lincoln County

Park / Historic Site Manager 2 – Lumpkin County

Park / Historic Site Assistant Manager – Chatham County

Wildlife Resources Division Vacancies

Hunting & Shooting Education Specialist 1/2 – Walton County

Hunting & Shooting Education Specialist 1/2 – Bulloch County

Wildlife Technician 1- Jasper County

Environmental Protection Division Vacancies

Manager 1, Environmental Protection – Clayton County

Manager 1, Environmental Protection – Fulton County

Manager 1, Environmental Protection – Clayton County

Customer Service Representative 1 – Bartow County
Applicant Information

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

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

- Coastal Resources Division  www.CoastalGADNR.org
- Environmental Protection Division  www.GeorgiaEPD.org
- Historic Preservation Division  www.GAshpo.org
- Law Enforcement Division  www.GADNRLE.org
- Parks, Recreation and Historic Sites Division  www.GAStateParks.org
- Wildlife Resources Division  www.GeorgiaWildlife.org

NOTE: Information in this Vacancy Announcement is subject to change.
Conservation Ranger 1 (Game Warden) Applicant Information

JOB CODE: PSP040  PAYGRADE: LH  ENTRY SALARY: $41,236.08

The Law Enforcement Division of the Georgia Department of Natural Resources is accepting applications for the position of Conservation Ranger 1 (Game Warden) on a year-round basis. The pool of applications on hand will be pulled as needed by the agency to fill vacant positions. Applicants must submit a DNR P.O.S.T. Certified Position Application for Employment to the DNR Training Academy, along with a current P.O.S.T. Certification Certificate (if applicable) or a copy of the P.O.S.T. Entrance Exam results to the following address:

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

Or documents may be sent electronically to DNR.Training.Academy@dnr.ga.gov.

Completed applications will be used to create a List of Applicants which will be used to fill positions as needed.

NOTE: Applicants who are not POST certified must pass the P.O.S.T. Entrance Exam to be considered for a Conservation Ranger 1 (Game Warden) position. A copy of the test scores must be included with the application when applying for a Conservation Ranger 1 (Game Warden) position. P.O.S.T. Entrance Exam Information is located on the Careers page of the Law Enforcement Division’s website.

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

The following information can be used to provide guidance when applying for the Conservation Ranger 1 (Game Warden) position. This information is available on the Careers page of the Law Enforcement Division’s website at www.gadnrle.org/careers-le:
• What is a Game Warden
• Qualifications for Employment
• P.O.S.T. Entrance Exam (POST testing information)
• Selection Process
• Conditional Employment
• Law Enforcement Training
• Career Progression/Promotions/Assignments
• Employment Benefits
• DNR P.O.S.T. Certified Position Application for Employment
• DNR Supplemental Work History
• Conservation Ranger 1 (Game Warden) Hiring Packet
• Becoming a Game Warden Brochure

Additional information is available by contacting the DNR Training Academy at (478) 993-4540 or (478) 993-4545 or via e-mail at DNR.Training.Academy@dnr.ga.gov.

NOTE: The DNR P.O.S.T. Certified Position Application for Employment is being accepted year-round. There is no Deadline Date to submit the application for a Conservation Ranger 1 (Game Warden).

Vacancy Ann # 21-2019  Return to the Vacant Position Listing  Deadline Date 06/04/19
Parks, Recreation & Historic Sites Division Vacancies
Park / Historic Site Manager 3 – Lincoln County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Elijah Clark State Park</th>
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<tr>
<td>DIVISION</td>
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<tr>
<td>POSITION #</td>
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<td>PAYGRADE</td>
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<td>ENTRY SALARY</td>
<td>$48,000.00</td>
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**JOB DESCRIPTION**
Supervises, guides, and/or instructs the work assignments of subordinate staff. 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.

**MINIMUM QUALIFICATIONS**
Bachelor's degree from an accredited college or university
AND
Three 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 degree from an accredited college or university
AND
Five 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 three years of supervisory experience.
OR
High school diploma or GED
AND
Seven 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 three years of supervisory experience.
OR
Four years of experience required as a Park/Historic Sites Manager 1 (NRP012).
OR
Two years of experience required as a Park/Historic Site Manager 2 (NRP013).

**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.

(CONTINUED ON PAGE 7)
Park Historic Site Manager 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
Parks, Recreation and Historic Sites Division
ATTN: Denise White
1463 Knox Chapel Rd.
Social Circle, Ga 30025
Parks4@dnr.ga.gov
**Park / Historic Site Manager 2 – Lumpkin County**

**LOCATION**  
Dahlonega Gold Museum Historic Site

**DIVISION**  
Parks, Recreation & Historic Sites Division

**POSITION #** 00098780  
**JOB CODE** NRP013  
**PAYGRADE** J  
**ENTRY SALARY** $35,569.36

**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.

**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).

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: Michelle Egan  
P.O. Box 1029  
Helen, GA 30545  
Parks1@dnr.ga.gov

Vacancy Ann # 21-2019  
Return to the Vacant Position Listing  
Deadline Date 06/04/19
**Park / Historic Site Assistant Manager – Chatham County**

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<td>PAYGRADE</td>
<td>H</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$29,399.50</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.

**Primary Duties & Responsibilities:**
- 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 problems
- Develops and implements a diverse and ongoing series of educational programs, workshops and special events
- Develops and maintains a program of protection and security for site visitors and facilities according to established procedures
- Ensures the safety and security of the site
- Maintains and manages facilities
- Markets and implements an ongoing program of interpretation, outdoor recreation, golf and public relations
- Observes and monitors to ensure efficient operations and adherence to facility's policies and procedures
- Oversees collection of all monies received for registrations, retail merchandise sales, or equipment/lodging rentals
- Oversees the ground maintenance
- Protects the natural, cultural, historical resources of the site
- Supervises assigned 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.

*(CONTINUED ON PAGE 10)*
Park/Historic Site Assistant Manager (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
Parks, Recreation and Historic Sites Division
ATTN: Nancy Jacobs
1 Conservation Way
Brunswick, GA 31520
Parks2@dnr.ga.gov
Wildlife Resources Division Vacancies
Hunting & Shooting Education Specialist 1/2 – Walton County

<table>
<thead>
<tr>
<th>LOCATION</th>
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<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<tr>
<td>POSITION #</td>
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<tr>
<td>JOB CODE</td>
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<td>PAYGRADE</td>
<td>G, I</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$27,248.75, $32,418.24</td>
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</table>

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

*Official Title:  Training & Development Specialist 1/2

**JOB DESCRIPTION**
Under limited supervision, the position will plan, develop and implement education and outreach programs for the Hunter Development Program at Charlie Elliott Wildlife Center. Specific duties will include hunter education classes, advanced hunter education programs, firearms and archery workshops, summer camps, implementing shooting leagues and fun shoots at the Clybel ranges, coaching in all the shooting disciplines and working with volunteers to advance hunter education and the shooting sports.

**MINIMUM QUALIFICATIONS**

**GSP120 – Hunting & Shooting Education Specialist 1**
High school diploma or GED
AND
One year of experience in a support role providing coaching, mentoring or related job duties and knowledge of functional business area where training is to be provided.

**GSP121 – Hunting & Shooting Education Specialist 2**
High school diploma or GED
AND
Two years of experience providing educational, training or instructional services in functional area.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Coaching experience
- Experience teaching and coordinating shooting sports programs
- Experience teaching and coordinating hunter education programs
- Experience coordinating and working with volunteers
- A Bachelor's degree in education or natural resources related field
- Instructor certifications in shooting disciplines from recognized shooting sports organizations (e.g. National Rifle Association, USA Shooting, Amateur Trapshooting Association, World Archery etc.).

(CONTINUED ON PAGE 12)
Hunting & Shooting Education specialist 1/2 (Continued)

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

Georgia Department of Natural Resources
Office of Human Resources
ATTN: Connie Hopkins
2067 US Hwy, 278, SE
Social Circle, GA  30025
Connie.Hopkins@dnr.ga.gov
Hunting & Shooting Education Specialist 1/2 – Bulloch County

<table>
<thead>
<tr>
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<tr>
<td>DIVISION</td>
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<td>JOB CODE</td>
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<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$27,248.75</td>
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<tr>
<td>GSP121</td>
<td>I</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>$32,418.24</td>
</tr>
</tbody>
</table>

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

*Official Title:  Training & Development Specialist 1/2

**JOB DESCRIPTION**
Under limited supervision, This position is responsible for networking with schools, organizations and volunteers. Duties of the position will include: hosting teacher workshops, hunter education classes, advanced hunter education programs, shooting sports workshops, summer camps, coaching in all the shooting disciplines and working with volunteers to advance hunter education and the shooting sports. Additional responsibilities will include shooting range enhancements, working with Range Safety Officers at shooting ranges, certifying new Range Safety Officers. This position will also gather in-kind hours for volunteers in all Hunter Development Program offerings that will be used as match towards the grants the program uses as funding.

**MINIMUM QUALIFICATIONS**

**GSP120 – Hunting & Shooting Education Specialist 1**
High school diploma or GED
AND
One year of experience in a support role providing coaching, mentoring or related job duties and knowledge of functional business area where training is to be provided.

**GSP121 – Hunting & Shooting Education Specialist 2**
High school diploma or GED
AND
Two years of experience providing educational, training or instructional services in functional area.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Coaching experience
- Experience teaching and coordinating shooting sports programs
- Experience teaching and coordinating hunter education programs
- Experience coordinating and working with volunteers
- A Bachelor's degree in education or natural resources related field
- Instructor certifications in shooting disciplines from recognized shooting sports organizations (e.g. National Rifle Association, USA Shooting, Amateur Trapshooting Association, World Archery etc.).

(CONTINUED ON PAGE 14)

Vacancy Ann # 21-2019  
Return to the Vacant Position Listing  
Deadline Date 06/04/19
Hunting & Shooting Education specialist 1/2 (Continued)

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

Georgia Department of Natural Resources
Office of Human Resources
ATTN: Connie Hopkins
2067 US Hwy, 278, SE
Social Circle, GA 30025
Connie.Hopkins@dnr.ga.gov
**Wildlife Technician 1- Jasper County**

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<tr>
<th>LOCATION</th>
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<td>POSITION #</td>
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<td>ENTRY SALARY</td>
<td>$29,399.50</td>
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**JOB DESCRIPTION**

Under direct supervision, this position is assigned for maintenance duties on 6 Wildlife Management Areas (WMAs) in the West Central Region east work team, which includes (B.F. Grant, Cedar Creek, Clybel, Ocmulgee, Oaky Woods, and Rum Creek WMAs). Specific duties include: implementing assigned task in annual WMA work plans; utilizing heavy equipment and farm equipment; creation and maintenance of wildlife openings; prescribed burning; placement and maintenance of nest structures for a variety of species; planting trees and shrubs; maintenance of roads, buildings, gates and other structures; maintenance of property boundary and administration of managed hunts. Incumbent is responsible for maintenance of equipment including tractors, farm implements, and other heavy equipment. Collects important biological data for population monitoring of deer, turkey, and avian populations as well as disease monitoring of important wildlife species. Depending on training and experience, may provide other public services such as technical guidance for nuisance abatement, habitat development, and issuing permits for wildlife removal in assigned counties or serve as after hours on-call person on a rotational basis for emergency response.

**MINIMUM QUALIFICATIONS**

High school diploma or GED

AND

One year (2 semesters) of Biology.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Experience working currently for WRD/DNR
- Employment history in wildlife management
- Experience working with heavy equipment, plumbing, electrical, and/or carpentry
- One year of college coursework including biology and wildlife management

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

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

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

Vacancy Ann # 21-2019  
Return to the Vacant Position Listing  
Deadline Date 06/04/19
Environmental Protection Division Vacancies
Manager 1, Environmental Protection – Clayton County

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<th>LOCATION</th>
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<td>POSITION #</td>
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<td>ENTRY SALARY</td>
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**JOB DESCRIPTION**
This position is located in the Georgia Environmental Protection Division (EPD) – Land Protection Branch – Underground Storage Tank Management Program (UST) – Enforcement Unit. The successful candidate for this position will manage the Enforcement Unit which is comprised of six (6) Enforcement Officers and two (2) administrative staff. Job duties include: drafting orders, reviewing submitted documents for compliance with conditions of orders issues, negotiating civil penalty settlements and bringing cases to closure; tracking and updating the status of compliance and enforcement actions in the UST program’s database; overseeing annual tank registration; updating tank registration information in the database due to changes in tank ownership or tank system components; providing technical assistance to tank owners on tank registration and enforcement case matters; and assisting the UST Program manager with legislation, rule-making, metrics and special projects.

**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:
- Regulatory compliance and enforcement experience
- Strong oral, written and interpersonal skills
- Experience writing program SOP’s, guidance and policy documents
- Experience producing program metrics (tabular, chars, and graphs) through database queries, use of query tools, and use of Microsoft products such as Excel
- Experience clearly communicating program needs, objectives and issues to customers, contractors, trade organizations and management

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: Katie Daniels
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

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

Vacancy Ann # 21-2019 Return to the Vacant Position Listing Deadline Date 06/04/19
Manager 1, Environmental Protection – Fulton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Watershed Protection Branch</th>
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<td>POSITION #</td>
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<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$52,172.55</td>
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**JOB DESCRIPTION**

This position is located in the Georgia Environmental Protection Division (EPD) – Watershed Protection Branch – Watershed Compliance Program – Industrial Wastewater Compliance Unit. The successful candidate will manage the unit to ensure that National Pollutant Discharge Elimination System (NPDES) and state-permitted industrial facilities are in compliance with state and federal water quality rules and regulations. The Unit has compliance responsibilities for major and minor industrial treatment facilities, pretreatment programs at Publicly Owned Treatment Works (POTW’s) and facilities, and concentrated animal feeding operations (CAFO). Duties and responsibilities include: ensure that facilities are inspected according to EPA’s Compliance Monitoring Strategy and the 106 Workplan; ensure that violations are documented and that enforcement actions are timely and appropriate; ensure that Discharge Monitoring Report (DMR) data is reviewed timely; ensure that compliance and enforcement data are entered into state and federal databases timely and accurately; provide management oversight of the Industrial Pretreatment Program; provide management oversight of compliance aspects of the CAFO program; investigate complaints and provide technical assistance and regulatory interpretation to the regulated community and the public; provide guidance and coordination with the Districts on compliance and enforcement activities to ensure consistency across the Division.

**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:

- Experience in state and federal environmental compliance and enforcement programs
- Familiarity with state and federal water quality rules and regulations

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: Katie Daniels
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

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

Vacancy Ann # 21-2019  Return to the Vacant Position Listing  Deadline Date 06/04/19
Manager 1, Environmental Protection – Clayton County

<table>
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<td>PAYGRADE</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 located in the Georgia Environmental Protection Division (EPD) – Air Protection Branch – Stationary Source Permitting Program – Volatile Organic Compound (VOC) Permitting Unit. The VOC Unit manager oversees the preparation of air quality construction and Title V permits for industries involving painting, printing, lumber manufacturing, and others. Job duties include managing a staff of up to seven engineers, reviewing air permits for fundamental and technical correctness. Duties may also include public speaking, and testimony pertaining to permit appeals.

**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:
- Experience with Georgia air quality regulations for stationary sources
- Experience writing or reviewing Georgia air quality permits
- Experience with project management and leadership

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: Katie Daniels
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

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

Vacancy Ann # 21-2019  
Deadline Date 06/04/19  

*Return to the Vacant Position Listing*
Customer Service Representative 1 – Bartow County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Mountain District Office</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Environmental Protection Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00184991</td>
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<td>JOB CODE</td>
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<td>ENTRY SALARY</td>
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**JOB DESCRIPTION**

This position is located in the Georgia Environmental Protection Division (EPD) – Mountain District Office located in Cartersville, Georgia. The successful candidate must have excellent communication, organizational and customer service skills. In addition to acting as the receptionist for the office, the incumbent is responsible for the following: answering the main office line and transferring callers to the appropriate specialist, program, branch, etc. within EPD as appropriate; handling all incoming and out-going mail and shipments (addressing, assigning postage, drop off/pickup, sorting, etc.); maintaining fleet vehicle logs; maintaining conference room schedules; logging all incoming enforcement orders and checks received as settlements for enforcement orders; researching Georgia Open Records Act (GORA) requests and pulling pertinent office files for review; collecting copying fees for GORA requests; occasional light filing; scanning monthly reports for electronic transmission to other programs; and assisting the senior administrative assistant as needed.

**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:

- Demonstrated knowledge of general office equipment
- Demonstrated proficiency in Microsoft Office Suites (Excel, Word, & Outlook) as well as electronic file management
- Experience with web-based applications
- Good oral and written communication skills
- Demonstrated ability to complete assignments in an efficient and accurate manner
- Ability to work well with others and in a team

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

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Suite 1456, East Tower  
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