Vacant Position Listing

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

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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
- Historic Preservation Division: www.GAshpo.org
- Law Enforcement Division: www.GADNRLLE.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.
Central Office Vacancies

Financial Operations Generalist 2 – Fulton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Accounting – Asset Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Central Office</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00158822</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>FIT021</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>H</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$28,338.70</td>
</tr>
</tbody>
</table>

JOB DESCRIPTION
The incumbent in this position will act as the lead worker for the Machinery and Equipment (M&E) portion of Asset Management for the Georgia Department of Natural Resources. Duties of this position include the recording of all new equipment purchases in PeopleSoft, issuing new decals and assigning custodians. Serves as the main resource that maintains the M&E inventories by locations and adjusts as required, based on asset transfers, new additions and asset disposals. Learns the DOAS Asset Works system for asset disposals. Reconciles accounts payable purchases recorded in asset accounts to items added into the Asset Management module of PeopleSoft on a monthly basis; allocates revenue received from DOAS for assets disposed of by the originating units and posts the revenue to the applicable location using the correct chart-fields.

MINIMUM QUALIFICATIONS
Associate’s degree in a business curriculum or related field from an accredited college or university AND
One year of experience performing accounting and/or fiscal control functions. OR
High school diploma or GED AND
Three years of experience performing accounting and/or fiscal control functions.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:
- Excellent written and oral communication skills
- Proficient in MS Office Excel, Word and Outlook
- Able to work independently and complete tasks with limited supervision

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: Jennifer Gadson
2 MLK Jr. Drive, SW
Suite 1258, East Tower
Atlanta, GA 30334
Jennifer.Gadson@dnr.ga.gov

The Deadline date to apply for this position is 3/5/20
Financial Operations Generalist 2 – Fulton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Financial Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Central Office</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00158309</td>
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<tr>
<td>JOB CODE</td>
<td>FIT021</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>H</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$28,338.70</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under broad supervision, performs professional accounting duties in the area of accounts receivable. Duties include but are not limited to independently recording/reviewing financial transactions, performing reconciliations, and preparing accounting reports. Maintains accounting file information and processes complex receivables. Provides customer service and technical program support for an accounting office. Serves as job expert or organization resource in assigned areas. Collects fees or revenues and posts to appropriate accounts. Complies with federal, state, and agency policies, procedures, and regulations. May apply GAAP guidelines. Identifies and corrects procedural problems revealed in reviews and audits. Analyzes financial reports to assess compliance.

**MINIMUM QUALIFICATIONS**
Associate’s degree in a business curriculum or related field from an accredited college or university AND
One year of experience performing accounting and/or fiscal control functions.
OR
High school diploma or GED AND
Three years of experience performing accounting and/or fiscal control functions.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Completion of a bachelor’s degree in business administration, accounting, finance, or a closely related field
- PeopleSoft Financials Experience
- State Governmental Accounting experience
- Knowledge of the maintenance of accounting and financial records
- Ability to analyze administrative and technical problems and formulate improvements or solutions
- Knowledge of generally accepted accounting principles and practices
- Knowledge of the principles, practices, methods and techniques of governmental accounting
- Working knowledge of Windows computer operating system and applications
- Three or more years experience in Accounts Receivable and general accounting environment
- Intermediate Excel Skills (creating spreadsheets, formulas, pivot tables, etc.)

*(CONTINUED ON PAGE 7)*
Financial Operations Generalist 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: Jennifer Gadson
2 MLK Jr. Drive, SW
Suite 1258, East Tower
Atlanta, GA 30334
Jennifer.Gadson@dnr.ga.gov

The Deadline date to apply for this position is 2/21/20
Parks and Historic Resources Division Vacancies

Park / Historic Site Manager 2 – Tattnall County

LOCATION  Gordonia Alatamaha State Park
DIVISION  Parks and Historic Resources Division
POSITION #  00099063
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.

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

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

(CONTINUED ON PAGE 9)
**Park/Historic Site Manager 2 Continued**

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.

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

**The Deadline date to apply for this position is 3/5/20**
Park / Historic Site Assistant Manager – Franklin County

LOCATION
Victoria Bryant State Park

DIVISION
Parks & Historic Resources Division

POSITION #
00098870

JOB CODE
NRP011

PAYGRADE
H

ENTRY SALARY
$29,399.50

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 11)

Return to the Vacant Position Listing
**Park/Historic Site Manager 2 Continued**

**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 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 Road  
Social Circle, GA  30025  
Parks4@dnr.ga.gov

The Deadline date to apply for this position is 2/26/20
**Curator / Preservationist 1 – Harris County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>F.D. Roosevelt State Park</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Parks &amp; Historic Resources 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>
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<tr>
<td>ENTRY SALARY</td>
<td>$28,338.70</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**

Under supervision, plans, develops, and manages programs and exhibits to inform the public of forestry programs, or historical, natural, and scientific features of historical sites, state parks or museums. Carries out state and federal mandated preservation programs and preservation activities. Incumbents at this level may require additional training or experience to gain full proficiency in some or all of the job responsibilities.

**MINIMUM QUALIFICATIONS**

Bachelor’s degree in Natural Resource Management, Environmental Science, Historical Preservation or a closely related field from an accredited college or university.  
OR  
High School diploma or GED  
AND  
One year of experience in a directly related field.

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

Georgia Department of Natural Resources  
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 3/3/20
Administrative Assistant 3 – White County

<table>
<thead>
<tr>
<th>LOCATION</th>
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<tr>
<td>DIVISION</td>
<td>Parks &amp; Historic Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00184941</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>$29,399.50</td>
</tr>
</tbody>
</table>

JOB DESCRIPTION

MINIMUM QUALIFICATIONS
Associates degree from an accredited college or university
AND
Two years of related experience.
OR
Four years of related experience.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with a Bachelor’s degree in accounting or a related field.

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

Georgia Department of Natural Resources
Parks, Recreation and Historic Sites Division
ATTN: William Wagner
61 Tsalaki Trail
Helen, GA 30545
William.Wagner@dnr.ga.gov

The Deadline date to apply for this position is 3/3/20
**Administrative Support 2 – Rabun County**

<table>
<thead>
<tr>
<th>LOCATION</th>
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<td>DIVISION</td>
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<td>POSITION #</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>$21,008.52</td>
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**JOB DESCRIPTION**

Job Description: Under general supervision, performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment. Work is performed under the general supervision of a clerical or administrative supervisor.

**Primary Duties & Responsibilities:**

- Completes tasks and assignments associated with administrative support functions (ie. licensure, personnel, purchasing, records management, inventory, or similar function)
- Provides clerical support such as incidental typing, filing, ordering supplies, and sorting mail
- Provides clerical support within assigned functional area (ie. processing/transactions, review of applications, scheduling training, scheduling facilities maintenance, reconciling financial records, assessing/collecting fees for a program, generating reports
- Provides general clerical support to an office, to include such tasks as data entry/maintenance, copying/distributing documents and materials, maintaining recordkeeping and filing systems, etc
- Provides secretarial and administrative support to an upper-level manager
- Uses independent judgement and initiative to perform administrative, clerical and secretarial duties in support of an individual employee or group of employees

**MINIMUM QUALIFICATIONS**

High school diploma or GED

AND

Two years of general office or administrative experience.

**NOTE:** Applicants that previously applied for this position from the DNR Vacancy Announcement with a closing date of 12/24/19 must re-apply to be considered for this position.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted below](mailto:Parks1@dnr.ga.gov) 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

**The Deadline date to apply for this position is 3/5/20**
**Food Service Specialist 2- Elbert County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Richard B. Russell State Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Parks and Historic Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00098913</td>
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<tr>
<td>JOB CODE</td>
<td>FFT011</td>
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<td>PAYGRADE</td>
<td>G</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$25,762.45</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**

Job Summary: Under general supervision, coordinates activities of an organization or department that serves food and beverages. Coordinates the preparation of food for institutions, schools, hospitals, lodges, or cafeterias.

**Primary Duties & Responsibilities:**
- Takes customer orders, apportions food on plates and serves food to facility residents, employees and patrons and take out orders
- Assists in the management of all activities related to food receipt, meal delivery, and cleanup
- Oversees food service inventory and estimates the amount and cost of required supplies such as food and ingredients
- Keeps records required by government agencies regarding sanitation and food subsidies when appropriate
- Monitors compliance with health, sanitation, safety and fire regulations regarding food preparation and serving, and building maintenance in lodging and dining facilities
- Monitors compliance with safety, sanitation and health rules and standards
- Monitors food preparation methods, portions sizes, garnishing, presentation and display of food
- Oversees food service inventory
- Prepares and cooks food of all types, either on a regular basis or for special guests or functions
- Schedules and receives food and beverage deliveries, checking delivery contents in order to verify product quantity and quality

**MINIMUM QUALIFICATIONS**

High school diploma or GED AND

Two years of experience in a food service operation in a capacity that involved formal supervision of workers. OR

One year of experience at the lower level Food Service Specialist 1 (FFT010) or position equivalent.

**NOTE:** Applicants that previously applied for this position from the DNR Vacancy Announcement with closing dates of 11/29/19 and 12/26/19 must re-apply to be considered for this position.

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 Road
Social Circle, GA 30025
Parks4@dnr.ga.gov

**The Deadline date to apply for this position is 3/3/20**

*Return to the Vacant Position Listing*
Parks Maintenance Technician 3 – Morgan County

LOCATION: Hard Labor Creek State Park
DIVISION: Parks and Historic Resources Division
POSITION #: 00098903
JOB CODE: NRT032
PAYGRADE: G
ENTRY SALARY: $26,672.14

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

Primary Duties & Responsibilities:
- Performs job responsibilities with minimal supervision
- Serves as job expert or organization resource in assigned areas
- 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, directs 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 campsites, cabins, shelters, water systems and all park buildings
- Prepares and maintains a maintenance schedule
- Provides assistance to park/golf course guests as needed
- Repairs and maintains motorized and mechanical equipment and all other equipment as necessary

MINIMUM QUALIFICATIONS
Vocational/Technical degree in a related field from an accredited college
AND
One year of experience in a related area.
OR
High school diploma or GED
AND
Two years of experience in general building, park or golf course maintenance that involved general repairs, building maintenance and ground maintenance.
OR
One year of experience required at the lower level Parks Maintenance Technician 2 (NRT031) or position equivalent.

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 17)
Parks Maintenance Technician 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 and Historic Resources Division
ATTN: Denise White
1463 Knox Chapel Rd.
Social Circle, GA 30025
Parks4@dnr.ga.gov

The Deadline date to apply for this position is 3/3/20
**Parks Maintenance Technician 2 – Seminole County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Seminole State Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Parks and Historic Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00099032</td>
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<tr>
<td>JOB CODE</td>
<td>NRT031</td>
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<tr>
<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$24,322.01</td>
</tr>
</tbody>
</table>

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

**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
Parks and Historic Resources Division
ATTN: Lisa Keener
2024 Newton Rd.
Albany, GA 31701
Parks3@dnr.ga.gov

**The Deadline date to apply for this position is 3/3/20**

*Return to the Vacant Position Listing*
Parks Maintenance Technician 2 – Chatham County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Skidaway Island State Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
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<tr>
<td>POSITION #</td>
<td>00099092</td>
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<tr>
<td>JOB CODE</td>
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<td>PAYGRADE</td>
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</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$24,322.01</td>
</tr>
</tbody>
</table>

**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 assistance 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
Parks and Historic Resources Division
ATTN: Nancy Jacobs
One Conservation Way
Brunswick, GA  31520
Parks2@dnr.ga.gov

The Deadline date to apply for this position is 2/26/20
General Trades Technician 2 – Morgan County

LOCATION Hard Labor Creek State Park
DIVISION Parks and Historic Resources Division
POSITION # 00098990 JOB CODE FET031 PAYGRADE F ENTRY SALARY $24,322.01

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.

Primary Duties & Responsibilities
- Assembles, installs and/or repairs wiring, electrical and electronic components, pipe systems and plumbing, machinery and equipment
- Diagnoses and corrects mechanical and structural problems, check blueprints, repair manuals and parts catalogs
- Ensures all maintenance conforms to quality standards and designated timeliness
- Handles hazardous materials according to laws and regulations
- Installs, maintains, evaluates and repairs any components of the systems
- Operates plant equipment and building automation systems
- Operates trade related tools and equipment; maintains/assists an accurate inventory of all materials and equipment
- Performs basic and skilled painting, carpentry and roofing tasks
- Performs general maintenance and repair work on facilities and equipment
- Performs routine preventive maintenance to ensure that machines operate smoothly, efficiently and physical condition of buildings does not deteriorate
- Read, utilizes blueprints, plans, drawings and sketches to determine the work to be performed and resources required
- Renovates or builds additions to existing facilities
- Repairs and performs maintenance on plumbing fixtures, lighting, air vents and air conditioning units and facilities
- Wears safety equipment and observes all safety practices and regulations

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 for this position with a deadline date of 1/22/20 are still being considered and do not need to re-apply.

(CONTINUED ON PAGE 21)

Return to the Vacant Position Listing
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 Road
Social Circle, GA  30025
Parks4@dnr.ga.gov

The Deadline date to apply for this position is 3/5/20
## Wildlife Resources Division Vacancies

### Manager 2, Natural Resources – Floyd County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Game Management – Region 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00100636</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>NRM041</td>
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<tr>
<td>PAYGRADE</td>
<td>N</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$54,424.36</td>
</tr>
</tbody>
</table>

### JOB DESCRIPTION
Under broad supervision directs complex conservation programs in 28 counties in northwest Georgia with over 4.1 million people and is responsible for 22 Wildlife Management Areas and other state lands totaling over 250,000 acres. Supervises a professional, technical, and administrative staff. Manages more than a $1 million annual operating budget in support of regional activities. Proposes changes in laws and regulations and coordinates with DNR’s Law Enforcement Division to ensure enforcement of all state laws. Conducts contract negotiations, identifies natural resource problems, and directs scientific research and survey projects. Assists landowners by providing management recommendations to solve nuisance wildlife problems and enhance wildlife populations, conducts educational programs for the public, makes public presentations, and communicates to the public through all media sources.

### MINIMUM QUALIFICATIONS
Bachelor's degree in biology, zoology, fisheries management, wildlife management or a natural resources related field from an accredited college or university
AND
Two years of related natural resources experience at a supervisory/management level.
OR
One year of experience required at the lower level Manager 1, Natural Resources (NRM040) or position equivalent.

### PREFERRED QUALIFICATIONS
Preference may be given to applicants with:
- Six years of experience as a Wildlife Technician 4 with WRD
- Four years of experience as a Wildlife Biologist 2 with WRD
- Two years of experience as a Wildlife Biologist 3 with WRD

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

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

The Deadline date to apply for this position is 2/26/20

Return to the Vacant Position Listing
GIS Specialist 3 – Walton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>WRD Headquarters</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00213630</td>
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<tr>
<td>JOB CODE</td>
<td>LSP062</td>
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<tr>
<td>PAYGRADE</td>
<td>L</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$42,622.26</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under limited supervision, working both independently and as part of a team, this position will support the coordination, development and management of land and species management geospatial databases. The incumbent will coordinate statewide data collection, bridge data and information gaps, develop informative GIS products, and evaluate and support administrative requirements for annual reporting. This position will also coordinate the collection and management of geospatial data to include annual population surveys, wildlife management area (WMA) habitat projects, WMA operation and maintenance activities, shooting ranges, timber management activities, hunting maps, and all spatial data needed for federal grant proposals and performance reports.

**MINIMUM QUALIFICATIONS**
Bachelor's degree in geography, cartography, geology, forestry or a closely related field from an accredited college or university
AND
One year of experience in the area of assignment.
OR
One year of experience required at the lower level GIS Specialist 2 (LSP061) or position equivalent.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Experience with Geographic Information System applications, tools, and resources, including familiarity with both raster and vector resources, geodatabases, cartographic principles and common software tools
- Experience with relational, multi-user spatial database design, development and management; including the integration of existing databases (spatial and non-spatial)
- Experience with collection, analysis and dissemination of geospatial and related data/information
- Experience with wildlife management or biological sciences databases or geospatial projects

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 U.S. Highway 278
Social Circle, GA 30025
Connie.Hopkins@dnr.ga.gov

The Deadline date to apply for this position is 2/26/20
**Wildlife Biologist 2 – Bryan & Coffee County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>NRCS Richmond Hill &amp; NRCS Douglas</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00155795</td>
</tr>
<tr>
<td>JOB CODE</td>
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<tr>
<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$43,063.23</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**

Under limited supervision, duties include working intensively with private landowners, farmers, natural resource agency personnel and others to promote habitat establishment and management to benefit wildlife on farm and forest lands. Primary duties include the development of detailed habitat management plans and financial incentive proposals to integrate wildlife management with other natural resource objectives.

**MINIMUM QUALIFICATIONS**

Master’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, (NRP060) or position equivalent.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:
- A Master’s degree in wildlife management, wildlife biology, wildlife science or a related field from an accredited college or university  
- Detailed knowledge relative to the ecology and management of early successional habitats for wildlife in the Southeast, agriculture and forestry practices, Farm Bill and other cost share and incentive programs  
- Applicants with mapping experience (GIS)  
- Applicants with prior experience working with the Natural Resources Conservation Service  
- Current GA Wildlife Resources Division employees

**NOTE:** Applicants may apply for both Wildlife Biologist 2 Positions (Position 00155795 is located in Richmond Hill, GA - Bryan County and Position 00155796 is located in Douglas, GA - Coffee County) by submitting one DNR Application for Employment with both position numbers listed under Type of Work. Notify Connie Hopkins via email or regular mail when submitting your application that you would like to apply for one or both positions.

(CONTINUED ON PAGE 25)
**Wildlife Biologist 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
Wildlife Resources Division
ATTN: Connie Hopkins
2067 US Hwy. 278, SE
Social Circle, GA 30025

Connie.Hopkins@dnr.ga.gov

The Deadline date to apply for this position is 3/3/20
**Fisheries Biologist 2 – McDuffie County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Thomson District Fisheries Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
</tr>
<tr>
<td>POSITION #</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>$43,063.23</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under general supervision, designs and manages research and survey projects, public waters management, and fish hatchery activities designed to protect, evaluate, and/or improve fish habitat and/or sport fisheries of streams and lakes. Critically reviews project plans, technical documents, and environmental assessments for fisheries impacts, and makes recommendations for preventing or mitigating adverse impacts and improving fish populations or fisheries. Provides technical fisheries management assistance to individuals, corporations, and government agencies. Supervises and administers purchasing, budgeting, inventory control, and report preparations associated with state and federally-funded projects to comply with laws, rules and contractual agreements.

**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 Fisheries Biologist 1, (NRP070) or position equivalent.

**PREFERRED QUALIFICATIONS**
Preference may be given to:  
- Applicants with experience in warmwater fisheries management  
- Current DNR/WRD employees

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

The Deadline date to apply for this position is 2/26/20
Wildlife Technician 1 – McIntosh County

| LOCATION | Altamaha Wildlife Management Area (WMA) |
| DIVISION | Wildlife Resources Division |
| POSITION # | 00185125 |
| JOB CODE | NRT010 |
| PAYGRADE | H |
| ENTRY SALARY | $29,399.50 |

JOB DESCRIPTION
Under direct supervision, primary responsibilities will be habitat development on waterfowl impoundments, and provide assistance throughout the region with other critical habitat development projects. This position is a member of a team that manages a complex waterfowl management area and is critical in assuring habitat development is accomplished within given timeframes on Altamaha WMA.

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

PREFERRED QUALIFICATIONS
Preference may be given to applicants:
- Current DNR/WRD employees
- Applicants with an employment history in wildlife management
- Applicants with heavy equipment, plumbing, electrical, and/or carpentry experience
- Applicants with 3 college courses (10 semester hours) in Wildlife Management or related science

NOTE: Applicants must possess a Commercial Driver's License (CDL) or be eligible to obtain a CDL. Those hired in 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
2067 US Hwy, 278, SE
Social Circle, GA 30025
Connie.Hopkins@dnr.ga.gov

The Deadline date to apply for this position is 2/21/20
Environmental Protection Division Vacancies

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 / Emissions & Control Strategies Unit / Clayton County, Atlanta
- Watershed Protection Branch / Drinking Water Compliance Unit / Fulton County, Atlanta
- Watershed Protection Branch / Industrial Compliance Unit / Fulton County, Atlanta
- Watershed Protection Branch / Safe Dams Unit / Fulton County, Atlanta
- Land Protection Branch / Solid Waste Management Unit / Clayton County, Atlanta

ENVIRONMENTAL COMPLIANCE SPECIALIST
- Air Protection Branch / Operations Support Unit / Clayton County, Atlanta
- Watershed Protection Branch / Industrial Compliance Unit / Fulton County, Atlanta
- Watershed Protection Branch / South Monitoring Unit / Glynn County, Brunswick OR Fulton County, Atlanta
- Watershed Protection Branch / TMDL Modeling & Development Unit / Fulton County, Atlanta
- Watershed Protection Branch / Erosion & Sedimentation Unit / Fulton County, Atlanta
- Land Protection Branch / Underground Storage Tank Management Unit / Clayton County, Atlanta

GEOLOGIST
- Watershed Protection Branch / Agricultural Permitting Unit / Tift County, Tifton

LABORATORY SCIENTIST
- Laboratory Operations / Organics Laboratory/ 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.