VACANCY ANNOUNCEMENT

GEORGIA DEPARTMENT of NATURAL RESOURCES
Office of Human Resources
404.656.7560

www.gadnr.org

VACANCY ANNOUNCEMENT #24-2019

APPLICATION DEADLINE DATE: June 25, 2019
Vacant Position Listing

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

Vacant Position Listing ................................................................. 2
Georgia County & Major City Map ............................................. 3
Applicant Information ................................................................. 3
Conservation Ranger 1 (Game Warden) Applicant Information .......... 5
Central Office Vacancy ............................................................... 6
  Administrative Assistant 1 – Fulton County .................................. 6
Coastal Resources Division Vacancies ......................................... 7
  Marine Biologist 1 – Glynn County ............................................. 7
  *Marine Educator – Glynn County ............................................. 8
  Business Support Analyst 1 – Glynn County ............................... 9
  Administrative Assistant 3 – Glynn County ................................ 10
Historic Preservation Division Vacancies .................................. 11
  *Curator / Preservationist 3 – Rockdale County ............................ 11
  *Curator / Preservationist 3 – Rockdale County ............................ 12
  *Curator / Preservationist 3 – Rockdale County ............................ 13
Parks, Recreation & Historic Sites Division Vacancies ................. 14
  Park / Historic Site Manager 3 – Lincoln County ........................ 14
  Park / Historic Site Manager 2 – Crisp County ............................ 16
  Park / Historic Site Assistant Manager – Rabun County............. 18
  General Trades Technician 2 – Harris County ............................ 20
  General Trades Technician 2 – Meriwether County ...................... 21
  Administrative Support 3 – Elbert County ................................. 22
Wildlife Resources Division Vacancy .......................................... 23
  Wildlife Biologist 3 – Walton County ........................................ 23
Environmental Protection Division Vacancies ............................... 24
  *Assistant Branch Chief – Fulton County .................................. 24
  Manager 1, Environmental Protection – Clayton County ............. 26
  Manager 1, Environmental Protection – Clayton County ............. 27
  Manager 1, Environmental Protection – Clayton County ............. 29
  Environmental Engineer 1/2/3 – Glynn County .......................... 30
• 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).
Central Office Vacancy
Administrative Assistant 1 – Fulton County

LOCATION | Grants Unit – Atlanta
DIVISION  | Administration
POSITION #| 00101796
JOB CODE  | GST050
PAYGRADE  | F
ENTRY SALARY | $24,332.01

JOB DESCRIPTION
Provides administrative support to ensure efficient operation of the Georgia Outdoor Stewardship Program. Reviews, tracks, and analyzes all phases of grant administration and accountability. Coordinates program calendars, internal tasks, appointments, and deliverables. Manages inbound and outbound communication and responds to requests for information.

MINIMUM QUALIFICATIONS
Associate's degree from an accredited college or university.
OR
Two years of related experience.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:
- State or federal government experience
- Grant or contract administration
- Previous coordinator, clerical, reception, or administrator employment history
- Accounting and/or Purchasing experience
- Experience with databases
- Experience with online application platforms, such as Grants.gov, SurveyMonkey, eRA Commons, etc.
- Strong knowledge of Microsoft Office suite
- Ability to synthesize, organize, and track large amounts of project status information
- Strong verbal, written, and interpersonal skills

NOTE: Applicants that previously applied from DNR Vacancy Announcement # 20-2019 are still being considered and do not need to re-apply.

NOTE: The deadline to apply for this position is June 18, 2019.

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
Coastal Resources Division Vacancies

Marine Biologist 1 – Glynn County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CRD Headquarters</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>NRP040</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>J</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$39,038.32</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under supervision this position supports the Shellfish and Water Quality Unit in the field collection of beach and shellfish water quality samples. Position will also assist with the establishment of a new mariculture program to farm oysters. Position will assist with lease surveys and mapping, along with oyster restoration in recreational shellfish harvest areas. Position will also be responsible for data entry, record keeping, data analysis and reporting and maintenance of field equipment. Position requires year round vessel-based activities working in coastal environments and may involve work in inclement weather conditions and lifting items up to 50 pounds. This position will participate in special assignments and outreach/education activities.

**MINIMUM QUALIFICATIONS**
Bachelor’s degree in Biology or a related field from an accredited college or university.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with experience with:
- Database management (i.e., Microsoft Access/Excel)
- Water quality monitoring equipment and maintenance
- Boating, navigation and basic vessel maintenance
- GIS software and mapping

**NOTE:** Please direct questions about the position to Dominic Guadagnoli at Dom.Guadagnoli@dnr.ga.gov or (912) 264-7218.

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)
Fax: (912) 717-6613

**NOTE:** The deadline to apply for this position is July 9, 2019.
*Marine Educator – Glynn County*

**LOCATION**  
CRD Headquarters

**DIVISION**  
Coastal Resources Division

**POSITION #** 00099574  
**JOB CODE** NRP040  
**PAYGRADE** J  
**ENTRY SALARY** $39,038.32

*Official Title: Marine Biologist 1*

**JOB DESCRIPTION**
Under broad supervision, plans, develops and implements educational and outreach programs and public relations plans for the Coastal Resources Division. Coordinates and assists in programs, projects and campaigns, including the department’s adult and youth fishing events and CoastFest.

**MINIMUM QUALIFICATIONS**
Bachelor’s degree in Biology or a related field from an accredited college or university.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Demonstrated experience in developing planning and implementing natural resources educational curriculum
- Demonstrated experience with planning and implementing youth day camps and ‘learning to fish’ programs for adults
- Demonstrated experience with visual communication principles and web design
- Demonstrated experience in conveying an organization’s internal and external messages to a wide range of constituents
- Experience that has resulted in knowledge of Georgia DNR and the functions of various state agencies

**NOTE:** Please direct questions about the position to Karl Burgess at Karl.Burgess@dnr.ga.gov or (912) 264-7218.

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)  
Fax: (912) 717-6613
**Business Support Analyst 1 – Glynn County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CRD Headquarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Coastal Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00099604</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>GSP130</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>J</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$35,569.36</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**

Under supervision the incumbent will assist in planning, permitting and budgeting of artificial reefs, oyster restoration projects and boating access. The incumbent will provide budget tracking for several projects funded by Sportfish Restoration, and state funds. The incumbent will also establish and maintain a positive working relationship with business owners, governmental officials and city/county planning boards to develop joint projects for future boat ramps and other relevant construction projects. The incumbent will monitor effectiveness of business operations, assess quality of services and make recommendations to improve operations. In addition, the incumbent will provide high level support for projects, grants, contracts, and implementation procedures, and/or any specialized function. The Incumbent will receive additional training, as required, to gain proficiency and experience in all areas.

**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 provide 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 in:

- Drafting contracts intergovernmental agreements
- Budget tracking and project management
- General permitting and compliance
- Working with contractors, local governmental officials and planning boards

**NOTE:** Please direct questions about the position to Paul Medders at Paul.Medders@dnr.ga.gov or (912) 264-7218.

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  
Coastal Resources Division  
ATTN: Gale Kennedy  
One Conservation Way, Suite 312  
Brunswick, GA 31520-8687  
CRD.CRDDNR@dnr.ga.gov (Please include the position’s title in the subject)  
Fax: (912) 717-6613
Administrative Assistant 3 – Glynn County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CRD Headquarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Coastal Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00099652</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>GST052</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>H</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$29,399.50</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under broad supervision, provides critical administrative support to the Division Director and leadership team. The position will support the Director’s office through budget, personnel, meeting and travel coordination and communications while maintaining confidentiality when appropriate. The position will provide clerical and editorial support for printed and web-based publications as well as supporting the Divisions outreach efforts where applicable. Represents the Division, provides information and assistance to internal and external customers.

**MINIMUM QUALIFICATIONS**
Associate 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:
- Excellent organizational and written and oral communication skills
- Demonstrated customer service skills
- Extensive experience proof reading and editing documents and web pages
- Extensive knowledge of Microsoft Office products
- Ability to redesign processes and procedures as needed

**NOTE:** Please direct questions about the position to Doug Haymans at Doug.Haymans@dnr.ga.gov Or (912) 264-7218.

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
ATTN: Gale Kennedy
One Conservation Way, Suite 312
Brunswick, GA 31520-8687
CRD.CRDDNR@dnr.ga.gov (Please include the position’s title in the subject)
Fax: (912) 717-6613

**NOTE:** The deadline to apply for this position is July 2, 2019.
Historic Preservation Division Vacancies

*Curator / Preservationist 3 – Rockdale County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>HPD Offices, Stockbridge, Georgia</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Historic Preservation Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00218248</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>NRP032</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>J</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$35,569.36</td>
</tr>
</tbody>
</table>

*This position is time limited. This position is funded by the federal Emergency Supplemental Historic Preservation Fund grant for a three-year period.

JOB DESCRIPTION
Serves as Environmental Review (ER) Historian. Processes project review applications for database entry, routing, and file management. Reviews projects for National Register of Historic Places (NRHP) eligibility and effects determinations for Section 106 compliance and similar/relevant state and federal laws. Provides interagency liaison support. Assists in resolving adverse effects, including negotiating and reviewing agreement documents. Provides technical assistance, provides information to the public, gives presentations, and conducts meetings and site visits as necessary. Provides ER program reporting and assists in managing program files in accordance with established procedures. Advises Environmental Review Program Manager, Historic Resources Section Chief, Historic Preservation Division Director, and other agency officials on ER-related issues and projects. Supports other HPD program areas as necessary. Supports and participates in special projects as necessary.

MINIMUM QUALIFICATIONS
Bachelor's degree in natural resource management, environmental science, historical preservation or a closely related field from an accredited college or university

AND
One year of experience in a directly related field.

OR
Two years of experience required at the lower level Curator/Preservationist 2 (NRP031) or position equivalent.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with one or more of the following qualifications:
- Completion of a Master’s degree in Historic Preservation or closely related field
- Experience with historic architectural resources, such as survey, documentation, evaluation, or similar
- Experience working with a core SHPO program such as Tax Incentives, National Register, CLG, or Environmental Review

NOTE: Applicants must submit both an electronic DNR Application for Employment AND a resume to Allison.asbrock@dnr.ga.gov. Applications and resumes must be submitted via e-mail only.
Curator / Preservationist 3 – Rockdale County

**JOB DESCRIPTION**

Position serves as National Register Historian, including general support to the National Register and Survey Program. Works directly with the NR Program Manager and three additional NR staff; works closely with Tax Incentive Program staff; and serves as a general source for program-related information and assistance to other SHPO staff including ER Historians, the Historic Resources Section Chief, the Division Director, and National Park Service staff, as well as the public. Processes and makes recommendations regarding assessment of eligibility submissions; reviews and prepares National Register nominations and supporting documentation; and undertakes research and outreach (including public presentations) as relevant. Provides professional expertise in Georgia history and historical development, and the research and documentation of historic properties in Georgia. Initiates, reviews, and develops historic contexts, and initiates and develops techniques for the identification and evaluation of historic resources in Georgia. Conducts site visits as necessary. Participates in special projects as necessary.

**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**

One year of experience in a directly related field.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with a Master's Degree in Historic Preservation or a closely-related discipline, such as architecture, architectural history, or landscape architecture, in combination with one or more of the following qualifications:

- Demonstrated experience writing National Register of Historic Places nominations
- Experience reviewing and evaluating National Register of Historic Places nominations at the federal and/or state level
- Demonstrated experience evaluating historic resources for eligibility for listing in the National Register of Historic Places (analyzing integrity, evaluating resources according to the National Register Criteria for Evaluation)
- Demonstrated experience evaluating historic resources as contributing/noncontributing to a historic district (working with periods of significance, evaluating integrity, defining district boundaries)
- Advanced knowledge of Georgia history and historical development
- Experience working with at least one other core SHPO program, such as the Environmental Review, Tax Incentives, or the Certified Local Government (CLG) program, on a consultant basis or as agency staff

**NOTE:** Applicants must submit both an electronic DNR Application for Employment **AND** a resume to Allison.asbrock@dnr.ga.gov. Applications and resumes must be submitted via e-mail only.
*Curator / Preservationist 3 – Rockdale County*

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>HPD Offices, Stockbridge, Georgia</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Historic Preservation Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00218251</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>NRP032</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>J</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$35,569.36</td>
</tr>
</tbody>
</table>

*This position is time limited. This position is funded by the federal Emergency Supplemental Historic Preservation Fund grant for a three-year period.*

**JOB DESCRIPTION**

Serves as Survey Program Coordinator. Coordinates Division activities associated with surveying historic resources in Georgia, including identifying priority areas for surveys to support National Register, Certified Local Government (CLG), and tax incentives programs, and developing techniques for the identification and evaluation of historic resources statewide. Coordinates integration of survey program and data resources into Division disaster preparedness and recovery and critical incident management activities. Regularly conducts and coordinates field survey. Reviews historic resources survey reports and database input resulting from grant, mitigation, and other projects. Coordinates Division involvement in Georgia's Natural, Archaeological, and Historical Resources GIS (GNAHRGIS) partnership and FindIt survey program. Supports other Division programs by providing expertise in historic resource survey and GNAHRGIS. Maintains and administers in-office survey files, and coordinates digitization of survey files. Initiates and develops techniques for the identification and evaluation of historic resources. Provides technical assistance, provides information to the public, makes presentations, and conducts site visits as necessary. Participates in special projects as necessary.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in natural resource management, environmental science, historical preservation or a closely related field from an accredited college or university

AND

One year of experience in a directly related field.

OR

Two years of experience required at the lower level Curator/Preservationist 2 (NRP031) or position equivalent.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with a Master's Degree in Historic Preservation or a closely-related discipline, such as architecture, architectural history, or landscape architecture, in combination with one or more of the following qualifications:

- Demonstrated experience conducting historic resources survey
- Demonstrated experience using GNAHRGIS (Georgia's Natural, Archaeological, and Historic Resources GIS database)
- Proficiency with architectural analysis in Georgia (familiarity with established contexts and terminology and its application)
- Advanced knowledge of Georgia history and historical development
- Experience working with at least one other core SHPO program, such as the Georgia/National Registers, Environmental Review, Tax Incentives, or the Certified Local Government (CLG) program, on a consultant basis or as agency staff

**NOTE:** Applicants must submit both an electronic DNR Application for Employment AND a resume to Allison.asbrock@dnr.ga.gov. Applications and resumes must be submitted via e-mail only.

Vacancy Ann # 24-2019  
Return to the Vacant Position Listing  
Deadline Date 06/25/19
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>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Parks, Recreation &amp; Historic Sites Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00098857</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>NRP014</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>K</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$48,000.00</td>
</tr>
</tbody>
</table>

**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.

**NOTE:** Applicants that previously applied from DNR Vacancy Announcement # 21-2019 are still being considered and do not need to re-apply.

(CONTINUED ON PAGE 15)
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 – Crisp County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>SAMS Train Depot</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Parks, Recreation &amp; Historic Sites Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00170177</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>

JOB DESCRIPTION
This position is the manager of the Sam Shortline excursion train operation for Georgia State Parks. Plans, develops and implements a communications or outreach program, and/or public relations plan for an assigned agency, department, facility or function. May assist in the managing of projects/campaigns and program plans. Develops communication materials and presentations. May serve as lead worker. Plans, develops and implements a communications or outreach program, and/or public relations plan for an assigned agency, department, facility or function. May assist in the managing of projects/campaigns and program plans. Develops communication materials and presentations.

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).

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:
- An undergraduate major in Business Administration and six years of experience in managing an operation/business focusing on customer service/hospitality/tourism, four years of which must have been in a supervisory capacity
- Knowledge of the State of Georgia’s agricultural/manufactured products, tourist services, destinations, history, or natural resources
- Experience in marketing, public relations, public speaking or tourism
- Computer experience using various software.

(CONTINUED ON PAGE 17)
Park/Historic Site Manager 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
Parks, Recreation and Historic Sites Division
ATTN: Lisa Keener
2024 Newton Rd.
Albany, GA  31701
Parks3@dnr.ga.gov
Park / Historic Site Assistant Manager – Rabun County

**LOCATION**  
Black Rock Mountain State Park

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

**POSITION #** 00098793  
**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.

**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 19*

Vacancy Ann # 24-2019  
*Return to the Vacant Position Listing*  
Deadline Date 06/25/19
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
General Trades Technician 2 – Harris County

LOCATION  
F.D. Roosevelt State Park

DIVISION  
Parks, Recreation and Historic Sites Division

POSITION #  
00098959

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.

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.

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
General Trades Technician 2 – Meriwether County

LOCATION | Little White House Historic Site
DIVISION | Parks, Recreation and Historic Sites Division
POSITION # | 00185332
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.

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.

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

Return to the Vacant Position Listing
Administrative Support 3 – Elbert County

LOCATION | Richard B. Russell State Park
DIVISION  | Parks, Recreation & Historic Sites Division
POSITION # | 00098814  JOB CODE | GSS082  PAYGRADE | E  ENTRY SALARY | $22,077.93

JOB DESCRIPTION
Under broad 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.

Primary Duties & Responsibilities:
- Completes tasks and assignments associated with administrative support functions (i.e. 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 (i.e. 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.
- May serve as a lead worker.
- May train subordinate staff in proper procedures of day-to-day operations.
- Performs job responsibilities with minimal supervision.

MINIMUM QUALIFICATIONS
High school diploma or GED
AND
Four years of progressively complex office or administrative experience.

NOTE: Applicants that previously applied from DNR Vacancy Announcement # 07-2019 are still being considered and do not need to re-apply.

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

Georgia Department of Natural Resources
Parks, Recreation and Historic Sites Division
ATTN: Denise White
1463 Knox Chapel Rd.
Social Circle, GA 30025
Parks4@dnr.ga.gov
**Wildlife Resources Division Vacancy**  
**Wildlife Biologist 3 – Walton County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>WRD Headquarters – Social Circle</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00099779</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>NRP062</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>L</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$47,280.21</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**

The Wildlife Biologist 3 will lead a team of botanists working around the state to document, monitor, and conserve Georgia’s rare plants and natural communities. They will serve as the Division’s primary lead for environmental review of projects that may impact rare plant populations and natural communities and will also coordinate input on species status assessments, recovery plans, and other documents as needed. The Wildlife Biologist 3 will assist with proposal development, budget planning, project execution, and report writing for externally funded plant conservation projects. They will help develop and contribute to collaborative partnerships leading to the conservation and recovery of state and federally listed plant species.

**MINIMUM QUALIFICATIONS**

Master’s degree in Wildlife Management, Wildlife Biology, Wildlife Science or a related field from an accredited college or university  
AND  
Two years of experience required at the lower level Wildlife Biologist 2 (NRP061) or position equivalent.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:
- Experience in managing and conserving legally protected and other rare plant species and natural communities
- Experience with identification, surveys, and monitoring of plant populations and natural communities
- Experience with the analysis and management of plant monitoring data using GIS and other applications
- Knowledge of NatureServe’s methodology for tracking populations of rare species and natural communities
- Experience with environmental review and the development of recommendations to conserve plant populations
- Strong project management skills that include grant writing, budget planning, collaboration, and completion of final reports or publications
- Leadership experience in natural resource management, including supervision of staff

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

Vacancy Ann # 24-2019  
[Return to the Vacant Position Listing](#)  
Deadline Date 06/25/19
# Environmental Protection Division Vacancies

**Assistant Branch Chief – Fulton County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Watershed Protection Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Environmental Protection Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00100882</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>RCM012</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>O</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$76,282.46</td>
</tr>
</tbody>
</table>

*Official Title: Sr. Manager 1, Environmental Protection*

Salary is commensurate with education and experience in compliance with State Personnel Board Rules.

**JOB DESCRIPTION**

This position is located in the Georgia Environmental Protection Division (EPD) – Watershed Protection Branch (WPB). The successful candidate as Assistant Branch Chief will fill in when the Watershed Branch Chief is unavailable and will support and coordinate many senior level responsibilities in the Branch. The successful candidate will also be responsible for the following: assist the Director’s Office and the Branch Chief on special projects as needed and directed; maintain understanding of key issues the Branch is working on; work with programs to make progress on key issues; assist WPB programs with resolution of non-routine permit-related and compliance-related issues as directed by the Branch Chief; assist in the implementation and development of potential revisions to the State Water Plan; assist with strategy and planning efforts to continuously improve the Metro District and Regional Water Council plans; serve as liaison to one of the Regional Water Councils; and support interstate coordination and response to interstate concerns in the Apalachicola-Chattahoochee-Flint River Basin (ACF), including liaison activities with the ACF stakeholders.

**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

Five years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research, Two years of which in a managerial or supervisory capacity.

OR

Three years of experience required at the lower level Manager 2, Environmental Protection (RCM011) or position equivalent.

NOTE: Graduate coursework in the above areas may substitute for a maximum of two years of non-managerial/supervisory experience.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Ten years or more of experience in environmental protection
- Master’s Degree (or higher) in engineering, biology, ecology, or other environmentally related degree

(CONTINUED ON PAGE 25)
Assistant Branch Chief Continued

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

Georgia Department of Natural Resources
Environmental Protection Division
ATTN: 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.
Manager 1, Environmental Protection – Clayton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Air Protection Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Environmental Protection Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00101127</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>RCM010</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>M</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$52,172.55</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**

This position is located in the Georgia Environmental Protection Division (EPD) – Air Protection Branch – Stationary Source Compliance Program – Chemicals/Minerals Unit (CMU). The incumbent in this position performs first line management duties of considerable difficulty in managing the CMU. Duties include directing the activities of the unit to ensure that stationary sources of air pollution are in compliance with state and federal environmental rules and regulations. This is accomplished primarily through onsite inspections and review of periodic monitoring reports. Additional duties may include performing complex regulatory functions such as monitoring, engineering design review, environmental rules changes, inspection, personnel actions, special projects, investigations, enforcement actions, public participation in the regulatory process, intergovernmental agency coordination, training, program planning, and related tasks. Strong verbal and written communication skills along with excellent customer service skills are essential.

**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:

- Bachelor’s degree in Chemical, Mechanical, or Environmental Engineering
- Experience with Georgia air quality regulations
- Experience writing or reviewing enforcement documents
- Experience writing or reviewing inspection reports

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

Georgia Department of Natural Resources  
Environmental Protection Division  
ATTN: Katie Daniels  
2 MLK Jr. Drive  
Suite 1456, East Tower  
Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

**NOTE:** This position will remain on the DNR Vacancy Announcement until filled.
Manager 1, Environmental Protection – Clayton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Air Protection Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Environmental Protection Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00101210</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>RCM010</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>M</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$52,172.55</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
This position is located in the Georgia Environmental Protection Division (EPD) – Air Protection Branch – Planning and Support Program – Emissions and Control Strategies Unit. The incumbent in this position will serve as the Unit manager over a group of associates who develop mission inventories for point sources, mobile sources (on-road and non-road), area sources, and fire emissions. Improving the quality of Georgia’s emission inventories is a priority because they are used to inform APB decision-making and strategic planning. Associates in the Unit also work with schools and other entities on federal grant opportunities to reduce emissions from on-road vehicles, non-road vehicles, and construction equipment. These efforts are critical as Georgia strives to reduce ground-level ozone emissions in the Atlanta ozone nonattainment area and seeks to improve air quality statewide. The Unit works collaboratively with a wide range of partners, including U.S. EPA, regional planning commissions, the Georgia Forestry Commission, the Georgia Department of Transportation, railroads, school systems, municipalities, and regulated industry. Good written and verbal communication skills are essential, as well as the ability to effectively manage multiple projects and priorities in a fast-paced environment.

**MINIMUM QUALIFICATIONS**
Bachelor’s degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental, Mechanical or Sanitary) or related field from an accredited college or university 
AND
Four years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Experience developing emission inventories
- Knowledge of EPA rules and guidance related to emission inventory development
- Knowledge of air quality modeling and State Implementation Plan (SIP) requirements
- Knowledge of regulatory and voluntary air pollution control strategies
- Demonstrated ability to effectively administer contracts and/or manage projects
- Demonstrated ability to identify and implement process improvements
- Demonstrated ability to work with multiple partners and stakeholders

(CONPLETED ON PAGE 28)
Manager 1, Environmental Protection Continued

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

Georgia Department of Natural Resources
Environmental Protection Division
ATTN: 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 # 24-2019 Return to the Vacant Position Listing Deadline Date 06/25/19
**Manager 1, Environmental Protection – Clayton County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Air Protection Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Environmental Protection Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00101701</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>RCM010</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>M</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$52,172.55</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
This position is located in the Georgia Environmental Protection Division (EPD) – Air Protection Branch – Stationary Source Compliance Program – Air Toxics Unit (ATU). The incumbent in this position performs first line management duties of considerable difficulty in managing the ATU, which also includes the Risk Management Program. Duties include directing the activities of the unit to ensure that stationary sources of air pollution are in compliance with state and federal environmental rules and regulations. This is accomplished primarily through onsite inspections and review of periodic monitoring reports. Additional duties may include performing complex regulatory functions such as monitoring, engineering design review, environmental rules changes, inspection, personnel actions, special projects, investigations, enforcement actions, public participation in the regulatory process, intergovernmental agency coordination, training, program planning, and related tasks. Strong verbal and written communication skills along with excellent customer service skills are essential.

**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:
- Bachelor’s degree in Chemical, Mechanical, or Environmental Engineering
- Experience with Georgia air quality regulations
- Experience writing or reviewing enforcement documents
- Experience writing or reviewing inspection reports

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 # 24-2019  Return to the Vacant Position Listing  Deadline Date 06/25/19
Environmental Engineer 1/2/3 – Glynn County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Coastal District Office - Brunswick</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Environmental Protection Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00179130  ETP020  PAYGRADE L  ENTRY SALARY $43,000.00</td>
</tr>
<tr>
<td></td>
<td>JOB CODE ETP021  PAYGRADE M  ENTRY SALARY $47,236.93</td>
</tr>
<tr>
<td></td>
<td>JOB CODE ETP022  PAYGRADE N  ENTRY SALARY $53,377.74</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) – Coastal District Office in Brunswick, Georgia. The successful candidate will be responsible for the following: review engineering plans and specifications for new and existing public water systems and communicate findings to the design engineer and/or owner regarding compliance with pertinent rules and regulations; conduct construction inspections of public water system projects; evaluate engineering and compliance reports; write inspection reports and enforcement documents; interact routinely with the public, regulated community, engineering consultants and other governmental officials; manage and routinely update database information; and review and critique engineering designs, plans and specifications. The ability to clearly articulate technical concepts through verbal and written communications is essential utilizing Microsoft Word and Excel.

**MINIMUM QUALIFICATIONS**

**ETP020 – Environmental Engineer 1**
Bachelor’s degree in Agricultural, Chemical, Civil, Environmental or Civil-Sanitary or Mechanical Engineering from an accredited college or university.

**ETP021 – Environmental Engineer 2**
Bachelor’s degree in Agricultural, Chemical, Civil, Environmental or Civil-Sanitary or Mechanical Engineering from an accredited college or university

**AND**
One year of experience in professional environmental or sanitary engineering work.

**ETP022 – Environmental Engineer 3**
Bachelor’s degree in Agricultural, Chemical, Civil, Environmental or Civil-Sanitary or Mechanical Engineering from an accredited college or university

**AND**
Two years of experience in professional environmental or sanitary engineering work.

**OR**
One year of experience at a level equivalent to an Environmental Engineer 2 (ETP021).

(CONTINUED ON PAGE 31)
Environmental Engineer 1/2/3 Continued

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:
- Experience in governmental regulation and related compliance and enforcement activities
- Experience interacting with the public
- Good communication skills in technical matters
- Ability to complete assignments in an efficient and accurate manner
- Experience reviewing and critiquing drinking water engineering designs, plans and specifications
- Experience with Microsoft Office Suite

NOTE: Applicants that previously applied from DNR Vacancy Announcement # 17-2019 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
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.