TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
Physical Address - 12100 Park 35 Circle, Bldg. A
Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102

Internet: www.tceq.texas.gov
Fax: (512)239-0111

State Title:	**Natural Resources Spec II**
Functional Title:	
Job Posting:	**16195**
Monthly Salary:	$3081.33 - $3333.33
Salary Group:	B17
Posting Date:	03/16/2016
Close Date:	03/31/2016
Section/Division:	Small Bus & Local Gov't Assist Section/ Environmental Assistance Division
Work Location:	1977 Industrial Blvd, Abilene, TX 79602-7833
Openings:	One(1)
Position #(s):	1562

Job Description:

Provides compliance assistance to small businesses, trade associations, local governments (including school districts), and agency staff for the Environmental Assistance Division of the Texas Commission on Environmental Quality (TCEQ). Provides multi-media compliance assistance to small businesses and small local governments. Participates on special project teams related to small businesses and small local governments, including researching, developing, and preparing industry or media-specific materials on compliance and pollution prevention. Assists in planning, developing, preparations for, and conducting workshops and presentations on environmental compliance requirements. Develops internal and external partnerships, facilitating movement/completion of projects that are mutually beneficial to customers, partners, and the program. Reviews procedures, rules, regulations, or program guidelines as they impact small businesses and small local governments; and assists with the preparation of recommendations and justifications for changes. Attends/participates in classroom, on-line, and field exercise training events as applicable to assigned projects.

Military Occupational Specialty (MOS) Codes: 72D, 8831, 8E000 and 9S100

Minimum Qualifications:

A bachelor's degree from an accredited college or university, with a major in a natural or physical science, engineering, environmental studies, or related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

One year of full-time experience in the field of environmental activities may be substituted for each year (30 semester hours) of the required education.

Special Requirements:

Moving up to 35 pounds of books and paper.

Traveling up to 30% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS)office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer