

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)  
**Fax:** (512)239-0111

**State Title:** Natural Resources Spec II  
**Functional Title:**  
**Job Posting:** 16209  
Monthly Salary: \$3081.33  
Salary Group: B17  
Posting Date: 04/01/2016  
Close Date: 04/15/2016  
Section/Division: Public Drinking Water Section/ Water Supply Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: Two(2)  
Position #(s): 7870,4623

### **Job Description:**

Provides assistance on technical work related to compliance with state and federal drinking water regulations for the Public Drinking Water Section of the Texas Commission on Environmental Quality (TCEQ). Assists in implementing drinking water regulatory compliance programs which involve reviewing, analyzing, and conducting quality control on data submitted by public water systems and certified laboratories to determine compliance with drinking water quality regulations. Identifies systems with violations of the standards, and determines and initiates appropriate enforcement and follow-up actions. Maintains and develops data related to drinking water quality and public water system inventory, following business processes and standard operating procedures for data management; maintains quality control. Provides technical and compliance assistance related to the TCEQ rules, regulations, and standards for drinking water quality for other agency staff, governmental entities, industry, and the general public. Provides customer service through presentations, phone calls, letters, and emails, ensuring complete, accurate, and timely information. Writes, edits, and/or reviews various reports, compliance recommendations, correspondence, and standard operating procedures. Works with team and section staff to analyze, document, and streamline business processes. Participates in professional development and administrative duties.

**Military Occupational Specialty (MOS) Codes:** 92W, 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.

### **Preferred Requirements:**

Experience interpreting and/or implementing rules, regulations, policies or procedures  
Experience ensuring or overseeing compliance of a regulated entity with state or federal requirements

### **Special Requirements:**

Moving up to 20 pounds of paper.

Traveling up to 10% 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