

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: 16222
Monthly Salary: \$3081.33
Salary Group: B17
Posting Date: 04/08/2016
Close Date: 04/25/2016
Section/Division: Districts Section/ Water Supply Division
Work Location: 12100 Park 35 Circle, Austin, TX
78753
Openings: One(1)
Position #(s): 10069

Job Description:

Reviews technical reports of water district applications for the Districts Section of the Water Supply Division of the Texas Commission on Environmental Quality (TCEQ). Reviews water district applications to ensure recommendations and correspondences are completed in accordance with agency rules and standards; prepares related technical reports; and performs on-site inspections of water district facilities to ensure structure information is consistent with the application. Interacts with local and/or state agencies, engineers, financial advisors, attorneys, board members, and/or district directors to exchange information for the timely and professional processing of water district applications. Participates in section and/or team meetings; and provides timely and professional responses to customer requests.

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 in reviewing complex documents/applications such as engineering reports, requests for authorizations, permits, schedules for payments, construction plan sets, etc.

Experience writing technical reports and/or technical letters to applicants/customers.

Special Requirements:

Moving up to 25 pounds of boxed files/roll plans.

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