

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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



Internet: www.tceq.texas.gov
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State Title: Engineering Specialist I
Functional Title: Environmental Permit Spec I
Job Posting: 16227
Monthly Salary: \$3297.00
Salary Group: B17
Posting Date: 04/13/2016
Close Date: 04/28/2016
Section/Division: Air Permits Section/ Air Permits Division
Work Location: 12100 Park 35 Circle, Austin, TX
78753
Openings: Two(2)
Position #(s): 5432,5330

Job Description:

Reviews all types of simple Air Permits registrations and certifications for major and non-major industries on behalf of the Texas Commission on Environmental Quality (TCEQ), ensuring compliance with applicable state and federal rules. Reviews simple permits by rule (PBR), Standard Permits (SP) (30 TAC 116), General Operating Permits (GOP) (Title V), or Potential to Emit (PTE) registrations or certifications and similar submittals (permit projects) for administrative and technical completeness, accuracy, and compliance with all applicable rules and established section guidelines. Ensures the accuracy of data submissions; identifies air contaminants; calculates emissions rates using scientific judgment and analytical techniques; confirms applicable state and federal requirements are met; and contacts applicants to obtain additional information if necessary. Drafts technical review summaries and response letters for applicants. Updates appropriate databases (Information Management System (IMS) database and GroupWise Document Management System). Participates in special projects as assigned, such as rule guidance development, policy making, and technical data factor development. Gives presentations to internal and external customers as assigned. Attends and participates in meetings and technical training activities concerning permit reviews, guidance, and policies; compliance with state and federal regulations; and general career development. Provides basic information to internal and external customers regarding permitting rules and other applicable state and federal regulations.

Military Occupational Specialty (MOS) Codes: 12A, 12X, 51S, 72D, EA, 50, 59, ENG10, 8831, 8834, E5X1, and 8E000.

Minimum Qualifications:

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

Preferred Requirements:

Bachelor's Degree, with a major in engineering, environmental science, petroleum studies, geology, chemistry, or biology from an accredited college or university.

Experience working with air permitting or other environmental permitting/compliance actions.

Special Requirements:

Moving up to 20 pounds of documents.

Traveling up to 35% 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