

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

State Title: Natural Resources Spec II
Functional Title:
Job Posting: 16256
Monthly Salary: \$3081.33
Salary Group: B17
Posting Date: 05/10/2016
Close Date: 05/24/2016
Section/Division: Emissions Assessment Section/ Air Quality Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 1617

Job Description:

Conducts environmental assessments and calculates air emissions on industrial sources for the Texas Commission on Environmental Quality (TCEQ). Conducts quality assurance reviews of moderately complex to complex point source industrial process emissions data (including, but not limited to, the oil and gas, electric utility, coating, and fiberglass industries) through the emissions inventory questionnaire process; verifies company account calculations; evaluates, reviews, selects, adapts, and modifies standards, techniques, procedures, and criteria; and estimates and collects environmental data. Assists in the collection, organization, and preparation of materials in response to requests for program information. Perform Emissions Inventory (EI) related data retrieval to support data requests, including public information requests. Completes special projects, which includes researching and modifying basic database file information; compiling basic data for briefings and presentations of site specific emissions inventories; participating in team-oriented projects; and generating reports from the Emissions Inventory database. Enters or loads annual point source emissions inventory data from industry. Communicates with and provides responses to inquiries from the general public and regulated entities through the Emissions Assessment Section (EAS) helpline.

Military Occupational Specialty (MOS) Codes:

92W, 72D, 8831, 8E000 and 9S100.

Minimum Qualifications:

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

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:

Bachelor's degree in environmental studies, natural or environmental science, or engineering technology.

Experience working with air related issues: modeling, emissions assessment, site assessments, permitting, monitoring, and/or other technical air issues.

Experience using database and/or spreadsheet software.

Special Requirements:

Moving up to 40 pounds of files.

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 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