

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
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Internet: www.tceq.texas.gov

State Title: **Engineering Specialist I**
Functional Title: **Environmental Permit Spec I**
Job Posting: **16346**
Monthly Salary: \$3297.00
Salary Group: B17
Posting Date: 08/04/2016
Close Date: 08/18/2016
Section/Division: MSW Permits Section/ Waste Permits Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 3802

Job Description:

Reviews and evaluates permit applications, reports, certifications, and other submittals for waste management, including regulatory classification and status of waste pursuant to state and federal regulations and statutes. Conducts technical reviews and evaluations of routine applications, reports, and plans pertaining to waste management; determines compliance with applicable laws, rules, technical principles, policies, and procedures; and processes to completion. Provides information concerning authorizations and authorization processes to internal and external customers through verbal communication, correspondence, meetings, presentations, and public hearings. Assists customers on the waste permits program through verbal communication, correspondence, data reports, presentations, and responses to Public Information Requests. Leads and/or participates in special projects, such as maintenance of standard operating procedures (SOPs), guidance document development, and streamlining work processes.

Military Occupational Specialty (MOS) Codes:

12A, 12X, 51S, 72D, EA, 50, 59, ENG10, 8831, 8834, 3E5X1, and 8E000

Minimum Qualifications:

A bachelor's degree from an accredited college or university with a major in engineering, physical science, environmental science, or a related field.

Preferred Requirements:

Education: A bachelor's degree from an accredited college or university with a major in engineering, physical science, environmental science, or a related field.

Computer: Training and/or experience in word processing (e.g., Word), spread sheet (e.g., Excel), and data management (e.g., Access) computer applications.

Prior Work Experience: Experience interpreting environmental rules, regulations, policies, and procedures

Special Requirements:

Moving up to 20 pounds of permit application materials.

Traveling up to 5% of the time.

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