

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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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: Natural Resources Specialist III
Functional Title:
Job Posting: 17049
Monthly Salary: \$3520.33
Salary Group: B19
Posting Date: 10/24/2016
Close Date: 11/07/2016
Section/Division: Drinking Water Standards Section/ Water Supply Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: Three(3)
Position #(s): 11413,11414,11415

Job Description:

Provides assistance on technical work related to compliance with state and federal drinking water regulations for the Drinking Water Quality Team of the Public Drinking Water Section of the Texas Commission on Environmental Quality (TCEQ). Coordinates the implementation of and/or implements drinking water regulatory compliance programs. Reviews, analyzes, and conducts 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 standards, and determines and initiates appropriate follow-up actions to include development and generation of Notice of Violation letters and analysis of violators to document their compliance status over time. Provides technical and compliance assistance related to TCEQ rules, regulations, standards, and treatments for drinking water quality to other agency staff, governmental entities, industry, and the general public. Provides customer service through presentations, phone calls, letters, and emails. Provides complete, accurate, and timely information. Maintains data, writes queries, and prepares reports related to drinking water quality and public water system inventory data; follows and develops business processes for data management and data interpretation; maintains quality control; and schedules changes in sampling based on sample site evaluations for routine, increased, and decreased monitoring at public water systems. 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.

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, plus two years of full-time experience in environmental activities.

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.

OR A master's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) in the degrees listed above, plus one year of the required experience.

OR A doctorate degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) in engineering, science, environmental studies or related fields.

OR Two years of full-time experience as a Natural Resources Specialist II at TCEQ.

Preferred Requirements:

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

Special Requirements:

Moving up to 20 pounds of paper/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