

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Austin, Texas 78711-3087  
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**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**State Title:** Mgr IV  
**Functional Title:**  
**Job Posting:** L16020  
Monthly Salary: \$5258.66 - \$6666.66  
Salary Group: B25  
Posting Date: 07/19/2016  
Close Date: 08/02/2016  
Section/Division: Permitting & Registration Support Sect./ Permitting & Registration Support Div.  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 8551

### **Job Description:**

Supervises the Operator Licensing Section of the Permitting and Registration Support Division of the Texas Commission on Environmental Quality (TCEQ). Oversees the agency's licensing and training approval programs; assigns, distributes and directs the work of staff; assures appropriate and consistent application of rules for ten licensing programs, and the agency's training approval program; communicates information regarding program activities, consults with program areas regarding changes to licensing requirements, and tracks program performance to assure agency goals and commitments are met; keeps management informed of significant program issues; and prepares comprehensive reports. Formulates policies and procedures related to the licensing and training programs; proposes and develops program legislation; and evaluates implications of new developments and proposed legislation; interacts with legislative staff as necessary. Contributes to the agency and the division strategic planning process; establishes goals, objectives and work plans for the section in line with agency and division strategic plan; coordinates and consults with advisory council and committees; and establishes and maintains working relationships with stakeholder groups. Oversees the Expense Reimbursement Grant program; ensures compliance with grant and work plan commitments; and executes and oversees contracts specific to agency training approval programs. Completes personnel management functions, which includes interviewing, hiring, and developing staff, performance management, etc. Develops and monitors the section budget.

### **Military Occupational Specialty (MOS) Codes:**

13A, 25A, 29A, 34A, 350F, 351L, 352N, 352S, 35D, 35E, 37A, 37X, 59A, 65X, 70A, 70B, 70D, 70F, 70H, 111X-URL, 112X-URL, 113X-URL, 114X-URL, 615X-LDO, 612X-LDO, 648X-LDO, 611X-LDO, 621X LDO, 632X-LDO, 631X-LDO, 641X-LDO, 01, 19, 20, 70, 74, 76, 82, MED12, MGT10, MGT13, MGT14, MGT15, MGT17, OAR12, OAR14, 0202, 0203, 0204, 0205, 0206, 0207, 0210, 0302, 0307, 0520, 0640, 0802, 1802, 2602, 5950, 6502, 7202, 7208, 7210, 7220, 7315, 8U000, 9G100, 16GX, 41AX, 86M0, and 86P0

### **Minimum Qualifications:**

Experience in the management of a business function, division, or department relevant to assignment.

OR Graduation from an accredited four-year college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) with major course work in a field relevant to assignment.

### **Preferred Requirements:**

Experience interacting with State office elected officials, State legislative or executive staff, or stakeholder groups.

Experience conducting legislative session bill analysis.

Experience working with state agency rulemaking process.

Experience working with or related to issuing environmental, engineering or scientific licensing.

Experience with personnel management.

Experience, training, or education in the environmental field, specifically water/wastewater operations/design/permitting or related.

**Special Requirements:**

Moving up to 45 pounds of books.

Traveling up to 25% 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