

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Internet: www.tceq.texas.gov

State Title: Natural Resources Specialist III
Functional Title:
Job Posting: L17001
Monthly Salary: \$3520.33 - \$4012.80
Salary Group: B19
Posting Date: 09/20/2016
Close Date: 10/04/2016
Section/Division: Permitting & Registration Support Sect./ Permitting & Registration Support Div.
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 7887

Job Description:

Reviews and approves educational and training courses for the Occupational Licensing Program of the Permitting and Registration Support Division of the Texas Commission on Environmental Quality (TCEQ). Reviews and approves training methods, designs, materials, manuals, techniques, objectives, and curriculum of environmental licensing programs. Reviews for technical content and ensures compliance with agency program rules and or guidelines. Conducts electronic or in person audits of approved training to determine compliance with agency rules and guidance documents. Communicates with internal and external customers regarding approval of training course/materials. Works with various related professional groups, committees, internal and external customers to identify and coordinate licensee training needs. Participates in public hearings, facilitates group discussions, provides technical assistance, and makes presentations related to occupational training activities. Develops, evaluates, and revises examinations, regulatory guidance documents, program policies, and rules regarding licensing of environmental occupations, to include drinking water, waste water and landscape irrigation. Tracks and maintains training requests in a database, ensuring data is accurate, timely, and conforms to approved agency data standards; and prepares workload reports. Maintains electronic training records in the TAPC and CCEDS database. Follows standard operational procedures (SOPs) on data standards and timelines for data entry. Maintains organized paper training records and manuals in the appropriate files. Administers, grades, and maintains environmental licensing examinations. Researches and recommends improvements, streamlining, and creation of training programs for program staff in the Occupational Licensing Training Team. Participates in task analysis, exam maintenance, and continuing implementation of multiple licensing programs.

Military Occupational Specialty (MOS) Codes:

92W, 72D, AG, 180X-RL, 646X-LDO, MST, 790, 72, OAR15, 6842, 6802, 8831, 8866, 1W0X1, 1W0X2, 8E000, 9S100, and 15WX

Minimum Qualifications:

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

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

Preferred Requirements:

Degree in engineering, environmental/natural sciences, or related field.

Experience with technical training, presentations, or curriculum.

Experience in water or wastewater permitting, design, evaluation, compliance, enforcement, operation or training.

Experience providing customer service via phone, email, or in person.

Experience managing multiple priorities and projects

Special Requirements:

Moving up to 15 pounds of paper/supplies.

Traveling up to 25% of the time.

Working overtime as needed to complete assignments.

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