State Title: Engineering Specialist I  
Functional Title: Environmental Permit Specialist I  
Job Posting: L20348  
Monthly Salary: $3462.00  
Salary Group: B17  
Posting Date: 06/12/2020  
Close Date: 06/29/2020  
Section/Division: Air Permits Section/Air Permits Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One  
Position #(s): 8743

Job Description:
Reviews new and revised federal operating permit projects for the Air Permits Division of the Texas Commission on Environmental Quality (TCEQ). Reviews routine air permit applications (i.e., projects), ensuring high quality work and completing the required quantity of projects within established timeframes. Conducts a comprehensive technical review for projects to include defining all sources of contaminants, determining appropriate federal and state requirements, drafting permit documents, and completing technical review summaries. Prepares public notice authorizations and completes associated tasks. Provides quality customer service to applicants, agency staff, other state/federal agencies, elected officials, stakeholders, and the general public concerning the applicability of federal and state requirements for the permitting process and the technical completeness of projects. Attends and assists in technical training activities concerning federal operating permit reviews. Participates in division, section, and team meetings. Assists in the development and maintenance of technical guidance packages and policy memos, assists in the coordination of streamlining activities, and represents the division and agency at meetings, training sessions, presentations, etc. Assists developing new and/or revised Requirements Reference Tables (RRT) for state and federal regulations, including Citation Entry Screens (CES), Relationship Entry Screen (RES), and flowcharts. Identifies and assists with developing downstream products of RRT, including logical solution sets, forms and guidance documents. Performs other tasks associated with the inclusion of the logical solution sets in APD’s Information Management System (IMS).

Military Occupational Specialty (MOS) Codes:
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 (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

Preferred Requirements:
Experience related to environmental permitting, environmental consulting, environmental regulations or regulatory work.
Experience working with state or federal air regulations.

Special Requirements:
Moving up to 20 pounds of office equipment, documents and files.
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.

To Apply:
Email a State of Texas application to jobs@tceq.texas.gov; or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC-116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer