



# GEORGIA

DEPARTMENT OF NATURAL RESOURCES

## VACANCY ANNOUNCEMENT



Coastal Resources  
Division



Environmental Protection  
Division



Historic Preservation  
Division



Law Enforcement  
Division



Parks, Recreation and  
Historic Sites  
Division



Wildlife Resources  
Division

GEORGIA DEPARTMENT of NATURAL RESOURCES  
Office of Human Resources

404.656.7560

[www.gadnr.org](http://www.gadnr.org)

VACANCY ANNOUNCEMENT #29-2017

APPLICATION DEADLINE DATE: **July 25, 2017**

## **Vacant Position Listing**

**Please click on the Job Title – Location to learn more about the advertised vacant position**

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## Georgia County & Major City Map



## Applicant Information

- Vacancies are open to all qualified applicants. Applicants will be screened for the minimum qualifications listed for each job vacancy. Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the listed preferred qualifications, when applicable.
- Employees will be given the opportunity to compete within their division or within central office to transfer to or voluntary demote to a vacant position prior to consideration of applicants from outside of the agency.
- Applications and/or résumés are accepted for announced jobs only.
- To apply for an announced job vacancy, applicants must submit a Department of Natural Resources (DNR) Application for Employment to the individual address listed with each job posting. It is important that applications be sent directly to the contact person and/or locations listed. Applications sent to another location may not be forwarded and may result in applications not being considered. Please do not submit your application/résumé to the address listed on the front of this announcement.
- Applicants must submit one application/résumé for each position being applied for.
- A .pdf version and a Word version of the DNR Application for Employment can be found by visiting the Careers page of the DNR website at <http://www.gadnr.org/careers>.
- If submitting a résumé, please attach this with the DNR Application for Employment.
- Please be sure to include the following information on your application; Job Title and Position Number.
- If the minimum qualifications for a job require a college education and you have obtained a degree from a college or university outside the USA, you are required to submit an International Education Evaluation Letter showing your degree is equivalent to one obtained at a college or university in the USA. International Educational Evaluations are accepted from the National Association of Credential Evaluation Services ([www.naces.org/members.htm](http://www.naces.org/members.htm)) or the Association of International Credentials Evaluators ([www.aice-eval.org](http://www.aice-eval.org)).
- Your application must be postmarked no later than the application deadline date noted on the front page of this Vacancy Announcement. Please note that deadlines listed may differ for certain advertised jobs from what is listed on the front of the Vacancy Announcement.
- Any offer of full time and part time employment by DNR is conditional upon a background check that is appropriate for the job functions and business necessity. If related criminal records are revealed in the process, the applicant will not be automatically disqualified.
- Current State of Georgia employees transferring to a DNR position, on the same pay grade, will transfer at their existing pay. Current State of Georgia employees transferring to a DNR position, on a higher pay grade, will typically receive a 5% promotion, or go to the job minimum, whichever is greater. Current State of Georgia employees transferring to a DNR position, on a lower pay grade, will typically receive a demotion with a loss in pay.
- **All positions listed in this announcement are in the Unclassified Service and will be filled as unclassified positions.**
- All qualified applicants will be considered. Hiring locations will contact applicants regarding interviews but due to the volume of applications received not all applicants will be contacted or receive an interview.
- If you need this Vacancy Announcement in an alternate format, please contact the DNR Office of Human Resources at 404.656.7560.
- DNR is a registered participant in the federal work authorization program commonly known as E-Verify. DNR uses this program to verify employment eligibility of individuals hired on or after July 1, 2007. DNR's E-Verify ID # is 45119, Authorized July 1, 2007.
- The Georgia Department of Natural Resources is an Equal Opportunity Employer.

Additional information on the Georgia Department of Natural Resources Operating Divisions can be located by visiting the below website addresses:

**Coastal Resources Division**  
**Environmental Protection Division**  
**Historic Preservation Division**  
**Law Enforcement Division**  
**Parks, Recreation and Historic Sites Division**  
**Wildlife Resources Division**

[www.CoastalGADNR.org](http://www.CoastalGADNR.org)  
[www.GeorgiaEPD.org](http://www.GeorgiaEPD.org)  
[www.GAshpo.org](http://www.GAshpo.org)  
[www.GADNRL.org](http://www.GADNRL.org)  
[www.GAStateParks.org](http://www.GAStateParks.org)  
[www.GeorgiaWildlife.org](http://www.GeorgiaWildlife.org)

**NOTE: Information in this Vacancy Announcement is subject to change.**

## Law Enforcement Position Hiring Information

Applicants who are NOT P.O.S.T. Certified must take and pass the P.O.S.T. Entrance Examination, **prior to submitting an application**, to be considered for a Law Enforcement (P.O.S.T.) position with DNR. Results from the P.O.S.T. Entrance Exam must be submitted with your DNR P.O.S.T. Certified Position Application for Employment. The DNR P.O.S.T. Certified Position Application for Employment can be found on the Careers page of the DNR website at <http://www.gadnr.org/careers>.

Applicants who are P.O.S.T. Certified must provide a copy of their P.O.S.T. Certification Certificate when applying for a Law Enforcement position with the Georgia Department of Natural Resources.

### CONDITIONAL EMPLOYMENT

Applicants selected to fill Law Enforcement positions, who are not P.O.S.T. Certified, must accept Conditional Employment with DNR. The terms of this Conditional Employment are as follows:

- Upon hire, the employee must attend an 11-week Basic Law Enforcement Training Course to obtain their P.O.S.T. Certification at one of the Georgia Public Safety Training Center (GPSTC) Regional Academies located in Athens; Augusta; Austell; Columbus; Forsyth; Savannah; Tifton.
- Upon obtaining P.O.S.T. Certification, the employee is then required to complete a 14-week DNR Academy at the GPSTC located in Forsyth.

Applicants must successfully complete the Basic Law Enforcement Training Course and the DNR Academy in order to continue employment with DNR.

### P.O.S.T. ENTRANCE EXAM INFORMATION

Applicants who are not P.O.S.T. Certified must pass the P.O.S.T. Entrance Exam to be considered for Law Enforcement positions within DNR. Effective September 1, 2016 the **ACCUPLACER** test became the official P.O.S.T. Entrance Exam for law enforcement candidates. The **ACCUPLACER** test is administered through the Technical College System of Georgia at various Technical Colleges throughout Georgia (see reverse side of this page for testing locations and information). The **ACCUPLACER** test is a computer-based exam that provides immediate results. This test measure reading, writing and numerical skills.

Also scores from the ASSET exam, COMPASS exam, SAT, ACT and CPE are accepted. Below are the minimum scores required for satisfying OCGA 35-8-8 regarding completion of the POST Entrance Examination:

TEST PORTION	ACCUPLACER	ASSET	COMPASS	SAT	ACT	CPE
Reading	55	38	70			
Writing	60	35	32			
* Numerical	34	35	26			
Verbal or Critical Reading / Reading				430		75
Verbal or English and Reading					18	
Math				400	16	75
English						75

\* - This score is used for evaluation purposes only and does not determine whether a candidate successfully passes the exam. Persons attending the Basic Law Enforcement Training Course (BLETC) at one of the Technical Colleges in Georgia are required to achieve this minimum score.

Applicants who are not P.O.S.T. Certified are required to provide a copy of their test results when applying for a Conservation Ranger position with DNR.

P.O.S.T. Entrance Exam Information, including testing locations, can be found on the Careers page of the DNR website at [www.gadnr.org/careers](http://www.gadnr.org/careers).

Applicants taking the P.O.S.T. Entrance Exam are required to take a completed **P.O.S.T. Entrance Examination Access Form** to the test site. This form is found on the Careers page of the DNR website at [www.gadnr.org/careers](http://www.gadnr.org/careers).

**NOTE:** Per OCGA 35-8-8, candidates that do not perform satisfactory on the Entrance Exam will be ineligible to retake the Entrance Exam for a period of 30 days after the unsuccessful attempt.

## **CENTRAL OFFICE VACANCY**

### **Administrative Support Supervisor – Fulton County**

<b>LOCATION</b>	<b>Administrative Services</b>						
<b>DIVISION</b>	<b>Central Office</b>						
<b>POSITION #</b>	<b>00098625</b>	<b>JOB CODE</b>	<b>GSS083</b>	<b>PAYGRADE</b>	<b>F</b>	<b>ENTRY SALARY</b>	<b>\$24,322.01</b>

#### **JOB DESCRIPTION**

Supervises, guides, and instructs the work assignments of subordinate staff. Performs a variety of general secretarial, clerical, and administrative support functions/processes in support of the central office. Enters data and processes documents and records.

#### **Primary Duties & Responsibilities:**

- Coordinates the agency liability and property insurance program. Acts as liaison between DNR and DOAS involving liability and property insurance issues.
- Serves as records management coordinator. Maintains the Agency's official file of approved records retention schedules. Acts as liaison between DNR and Secretary of State's State Record Committee.
- Serves as disaster relief coordinator. Disseminates essential information between GEMA/FEMA whenever a disaster is declared. Handles all correspondence and invoicing and signings until close of disaster file.
- Serves as GBA agency coordinator regarding all tenant matters. Completes and submits all necessary forms to GBA and/or State Properties Commission. Manages safety and security issues, including evacuation plans. Notifies applicable DNR tenants on issues related to their building or surrounding area.
- Supervises mailroom. Functions include handling incoming/outgoing mail and packages. Responds to inquiries regarding mail services and operations. Must be able to lift 30 or more lbs. and be able to operate a state vehicle.
- Serves as agency facilitator for key administration functions. These duties include tasks involved in inventory and supplies for the Central Office, creation of vouchers for payment of many interagency bills, and other administrative and technical tasks.
- Maintain DNR headquarters agency pool vehicles. This includes coordinating vehicle maintenance and maintaining records related to vehicle maintenance and operation.

#### **MINIMUM QUALIFICATIONS**

High school diploma or GED

**AND**

Two years of experience required at the lower level Admin Support 3 (GSS082) or position equivalent.

**NOTE:** Must show ability to lead or supervise a team.

#### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants who possess the following:

- State Government Experience
- Experience with State Liability and State Property Insurance
- Experience maintaining fleet vehicles
- A valid Georgia Driver's License
- Be able to lift and/or move large packages (30 or more lbs)

**(CONTINUED ON PAGE 7)**

**Administrative Support Supervisor Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address **highlighted** below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Office of Human Resources  
ATTN: Jennifer Gadson  
2 MLK Jr. Drive, SW  
Suite 1258, East Tower  
Atlanta, GA 30334  
**Jennifer.Gadson@dnr.ga.gov**



**Parks, Recreation & Historic Sites Division Vacancy**  
**Park / Historic Site Assistant Manager – McIntosh County**

<b>LOCATION</b>	Reynolds Mansion – Sapelo Island						
<b>DIVISION</b>	Parks, Recreation & Historic Sites Division						
<b>POSITION #</b>	<b>00099124</b>	<b>JOB CODE</b>	<b>NRP011</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$30,869.47</b>

**JOB DESCRIPTION**

Under general supervision, plans and coordinates activities of a Georgia State Parks facility (state parks, historical sites, golf courses and/or lodges). Organizes processes and develops procedures to manage administrative aspects of park. This is the entry/training level of the Parks Facilities Management job series. Directs subordinate supervisors and staff.

**Primary Duties & Responsibilities:**

- Answers inquiries pertaining to policies and services, and resolves occupants' complaints
- Collects payments and records data pertaining to funds and expenditures
- Coordinates activities and resolves problems
- Develops and implements a diverse and ongoing series of educational programs, workshops and special events
- Develops and maintains a program of protection and security for site visitors and facilities according to established procedures
- Ensures the safety and security of the site
- Maintains and manages facilities
- Markets and implements an ongoing program of interpretation, outdoor recreation, golf and public relations
- Observes and monitors to ensure efficient operations and adherence to facility's policies and procedures
- Oversees collection of all monies received for registrations, retail merchandise sales, or equipment/lodging rentals
- Oversees the ground maintenance
- Protects the natural, cultural, historical resources of the site
- Supervises assigned staff

**MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited four-year college or university.

**OR**

Associate's degree from an accredited college or university

**AND**

Two years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

**OR**

High School Diploma or GED

**AND**

Three years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

**(CONTINUED ON PAGE 9)**



**Park/Historic Site Assistant Manager Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address **highlighted** below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Parks, Recreation and Historic Sites Division  
ATTN: Kat Edmond  
One Conservation Way  
Brunswick, GA 31520  
**[Parks2@dnr.ga.gov](mailto:Parks2@dnr.ga.gov)**

## Curator / Preservationist 1 – Henry County

<b>LOCATION</b>	Panola Mountain State Park						
<b>DIVISION</b>	Parks, Recreation & Historic Sites Division						
<b>POSITION #</b>	<b>00098966</b>	<b>JOB CODE</b>	<b>NRP030</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$27,793.73</b>

### JOB DESCRIPTION

Under supervision, plans, develops, and manages programs and exhibits to inform the public of forestry programs, or historical, natural, and scientific features of historical sites, state parks or museums. Carries out state and federal mandated preservation programs and preservation activities. Incumbents at this level may require additional training or experience to gain full proficiency in some or all of the job responsibilities.

#### Primary Duties and Responsibilities:

- Conducts and/or organizes tours, workshops, and instructional sessions to acquaint consumers with program features and/or facilities
- Constructs historical, scientific, and nature related displays
- Coordinates the federal and state mandated laws and regulations as applied to the area
- Coordinates the research, survey, educational, habitat management and fundraising projects
- Develops and maintains the registration, cataloging and basic record-keeping systems
- Develops, researches, plans and organizes interpretive services and programs for Educational Forest, parks, and historic sites Works with Department of Education teachers
- Maintains the upkeep of the facilities, exhibits and artifacts
- Makes recommendations concerning maintenance and renovation projects
- Plans and organizes the acquisition, storage, and exhibition of collections and related materials
- Prepares and presents lectures and interpretative talks about forest programs and resources, park features and museum displays

### MINIMUM QUALIFICATIONS

Bachelor's degree in Natural Resource Management, Environmental Science, Historical Preservation or a closely related field from an accredited college or university.

**OR**

High School diploma or GED

**AND**

One year of experience in a directly related field.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Parks, Recreation and Historic Sites Division  
ATTN: Denise White  
1463 Knox Chapel Rd.  
Social Circle, GA 30025  
[parks4@dnr.ga.gov](mailto:parks4@dnr.ga.gov)

## Curator / Preservationist 1 – Morgan County

<b>LOCATION</b>	Hard Labor Creek State Park						
<b>DIVISION</b>	Parks, Recreation & Historic Sites Division						
<b>POSITION #</b>	<b>00098930</b>	<b>JOB CODE</b>	<b>NRP030</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$27,793.73</b>

### JOB DESCRIPTION

Under supervision, plans, develops, and manages programs and exhibits to inform the public of forestry programs, or historical, natural, and scientific features of historical sites, state parks or museums. Carries out state and federal mandated preservation programs and preservation activities. Incumbents at this level may require additional training or experience to gain full proficiency in some or all of the job responsibilities.

Primary Duties and Responsibilities:

- Conducts and/or organizes tours, workshops, and instructional sessions to acquaint consumers with program features and/or facilities
- Constructs historical, scientific, and nature related displays
- Coordinates the federal and state mandated laws and regulations as applied to the area
- Coordinates the research, survey, educational, habitat management and fundraising projects
- Develops and maintains the registration, cataloging and basic record-keeping systems
- Develops, researches, plans and organizes interpretive services and programs for Educational Forest, parks, and historic sites Works with Department of Education teachers
- Maintains the upkeep of the facilities, exhibits and artifacts
- Makes recommendations concerning maintenance and renovation projects
- Plans and organizes the acquisition, storage, and exhibition of collections and related materials
- Prepares and presents lectures and interpretative talks about forest programs and resources, park features and museum displays

### MINIMUM QUALIFICATIONS

Bachelor's degree in Natural Resource Management, Environmental Science, Historical Preservation or a closely related field from an accredited college or university.

**OR**

High School diploma or GED

**AND**

One year of experience in a directly related field.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Parks, Recreation and Historic Sites Division  
ATTN: Denise White  
1463 Knox Chapel Rd.  
Social Circle, GA 30025  
[parks4@dnr.ga.gov](mailto:parks4@dnr.ga.gov)

## **Wildlife Resources Division Vacancy**

### **\*Hunting & Shooting Education Specialist 1 /2 - Bulloch County**

<b>LOCATION</b>	Statesboro, Georgia						
<b>DIVISION</b>	Wildlife Resources Division						
<b>POSITION #</b>	<b>00191442</b>	<b>JOB CODE</b>	<b>GSP120</b>	<b>PAYGRADE</b>	<b>G</b>	<b>ENTRY SALARY</b>	<b>\$27,248.75</b>
			<b>GSP121</b>		<b>I</b>		<b>\$32,418.24</b>

**Based on education and experience, the selectee will be hired into one of the above mentioned job codes.**

*\*Official Job Title: Training and Development Specialist 1 / 2*

#### **JOB DESCRIPTION**

Under general supervision, the position will plan, develop and implement education and outreach programs for the Hunter Development Program at Georgia Southern University. Specific duties will include teacher workshops, hunter education classes, advanced hunter education programs, shotgun workshops, summer camps, coaching in all the shooting disciplines and working with volunteers to advance hunter education and the shooting sports. Additional responsibilities will include oversight of shooting range operations and enhancements, supervising hourly Range Safety Officers and may develop new archery and shooting range facilities.

#### **MINIMUM QUALIFICATIONS**

##### **GSP120 - Hunting & Shooting Education Specialist 1**

High school diploma or GED

**AND**

One year of experience in a support role providing coaching, mentoring or related job duties and knowledge of functional business area where training is to be provided.

##### **GSP121 - Hunting & Shooting Education Specialist 2**

High school diploma or GED

**AND**

Two years of experience providing educational, training or instructional services in functional area.

#### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Coaching experience
- Experience teaching and coordinating shooting sports programs
- Experience teaching and coordinating hunter education programs
- Experience coordinating and working with volunteers
- A Bachelor's degree in education or natural resources related field
- Instructor certifications in shooting disciplines from recognized shooting sports organizations (e.g. National Rifle Association, USA Shooting, Amateur Trapshooting Association, World Archery etc.).

**(CONTINUED ON PAGE 13)**

**Hunting & Shooting Education Specialist 1 / 2 Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address **highlighted** below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Office of Human Resources  
ATTN: Connie Hopkins  
2067 US Hwy, 278, SE  
Social Circle, GA 30025  
**Connie.Hopkins@dnr.ga.gov**

## Wildlife Technician 2 – Walton County

<b>LOCATION</b>	<b>WRD – Nongame Conservation</b>						
<b>DIVISION</b>	<b>Wildlife Resources Division</b>						
<b>POSITION #</b>	<b>00214398</b>	<b>JOB CODE</b>	<b>NRT011</b>	<b>PAYGRADE</b>	<b>I</b>	<b>ENTRY SALARY</b>	<b>\$32,418.30</b>

### JOB DESCRIPTION

The incumbent in this position will assist with restoration efforts on Ohoopsee Dunes WMA and other WMAs in the Fort Stewart-Altamaha Significant Geographic Area for longleaf pine. This work will include conducting habitat management that will benefit game and nongame species, rare species, and natural communities. The incumbent will coordinate activities with other WRD staff and Interagency Burn Team partners. Primary responsibilities include prescribed fire planning and implementation, supervising a seasonal fire crew for southeast Georgia, conducting habitat assessments on newly acquired tracts, controlling invasive species, assisting with timber management operations, carrying out gopher tortoise habitat restoration and monitoring, reporting on the progress of restoration efforts, contributing to 50-year management plans and operating and Maintaining tools and equipment for habitat management.

### MINIMUM QUALIFICATIONS

Associate's degree in wildlife management or a related field from an accredited college or university.

**OR**

Completion of equivalent coursework (90 quarter hours or 60 semester hours) in wildlife management or related field from an accredited college or university.

**OR**

Two years of experience required in the Wildlife Resources Division as a Wildlife Technician 1 (NRT010) which included responsibilities in game or nongame management.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Completion of 4-year degree and 2 or more years experience in prescribed fire, forestry and/or wildlife management
- Experience in management of game and nongame wildlife, including rare plant and animal species
- Experience in prescribed fire procedures including firebreak prep, burn operations, and post-burn monitoring
- Experience in longleaf pine ecosystem restoration and ecological forestry practices, including native groundcover
- Experience in prescribed fire management, with the ability to attain Single Resource Boss in Wildland Firefighter status (NWCG qualifications including arduous pack test). Ability to attain Certified Georgia Burner status
- Knowledge of plant and animal species associated with the natural communities in the coastal plain of Georgia
- Experience with operation of chainsaws and the ability to complete S212 chainsaw training
- Experience using and maintaining fire equipment and heavy equipment used in habitat management
- Experience with burn plan and habitat management plan development, GIS, and GPS-enabled mapping programs

**(CONTINUED ON PAGE 15)**

**Wildlife Technician 2 Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Wildlife Resources Division  
ATTN: Connie Hopkins  
2067 US Hwy. 278, SE  
Social Circle, GA 30025  
**[Connie.Hopkins@dnr.ga.gov](mailto:Connie.Hopkins@dnr.ga.gov)**



## Fisheries Technician 2 - Rabun County

<b>LOCATION</b>	<b>Burton Hatchery</b>						
<b>DIVISION</b>	<b>Wildlife Resources Division</b>						
<b>POSITION #</b>	<b>00100230</b>	<b>JOB CODE</b>	<b>NRT061</b>	<b>PAYGRADE</b>	<b>I</b>	<b>ENTRY SALARY</b>	<b>\$32,418.30</b>

### JOB DESCRIPTION

Under general supervision, performs supporting tasks for all phases of fish culture at the Burton Trout Hatchery including care of brood stock, care of incubating eggs, and rearing newly-hatched fry to fingerling and adult sizes. Transports live fish to and from hatcheries and various bodies of water. Operates and maintains assigned equipment, facilities, and grounds and purchase supplies and materials as needed. Work may include nights, weekends, and holidays.

### MINIMUM QUALIFICATIONS

Associate's degree in Fisheries Management or a related field from an accredited college or university.

**OR**

Completion of equivalent coursework (90 quarter hours or 60 semester hours) in Fisheries Management or a related field from an accredited college or university.

**OR**

Two years of experience in the Wildlife Resources Division as a Fisheries Technician 1 (NRT060) which included responsibilities in fisheries management.

### PREFERRED QUALIFICATIONS

Preference may be given to:

- Applicants with experience in fisheries management
- Applicants with experience in coldwater fish culture
- Current DNR/WRD employees

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
 Office of Human Resources  
 ATTN: Connie Hopkins  
 2067 US Hwy, 278, SE  
 Social Circle, GA 30025  
[Connie.Hopkins@dnr.ga.gov](mailto:Connie.Hopkins@dnr.ga.gov)

## Environmental Protection Division Vacancies

### Manager 2, Environmental Protection – Fulton County

<b>LOCATION</b>	Watershed Protection Branch						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00101372</b>	<b>JOB CODE</b>	<b>RCM011</b>	<b>PAYGRADE</b>	<b>N</b>	<b>ENTRY SALARY</b>	<b>\$62,923.28</b>

#### JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division (EPD) – Watershed Protection Branch. The incumbent in this position will manage Regional Water Planning; rulemaking development; branch finances coordination; management of administrative staff and Georgia Open Records Act (GORA) activities; cross program initiatives including new industry coordination and branch orientation for new employees.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental, Mechanical or Sanitary) or related field from an accredited college or university

#### **AND**

Four years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research, two of which was a supervisor.

#### **OR**

Two years of experience at a level equivalent to Mgr 1, Env Protection (RCM010).

**NOTE:** Graduate coursework in the above areas may substitute for a maximum of two years of non-supervisory experience.

#### PREFERRED QUALIFICATIONS

Preference may be given to applicants with Regional Water Planning and rulemaking development experience.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
 Environmental Protection Division  
 ATTN: Arveeta Turner  
 2 MLK Jr. Drive  
 Suite 1456, East Tower  
 Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

**NOTE: This position will remain on the DNR Vacancy Announcement until filled.**

## Manager 1, Environmental Protection – Clayton County

<b>LOCATION</b>	<b>Land Protection Branch</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00101083</b>	<b>JOB CODE</b>	<b>RCM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$52,172.55</b>

### JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division – Land Protection Branch. The incumbent in this position will manage the Corrective Action Unit 2 (CAU2) in the Underground Storage Tank (UST) Program. Responsibilities include, but are not limited to overseeing state contractors at state lead or “orphan” UST cleanup sites; oversight of owner/operator funded UST cleanups; prioritizing/managing confirmed release backlog; federal Leaking Underground Storage Tank (LUST) cleanup grant writing, management and reporting; producing metrics and reports; state contractor procurement; Georgia Underground Storage Tank (GUST) Trust Fund eligibility determinations; assisting the UST Program Manager with legislation, rulemaking and special projects. Periodic overnight travel is required

### MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental, Mechanical or Sanitary) or related field from an accredited college or university

#### **AND**

Four years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Underground storage tank corrective action experience
- Experience with databases
- Experience producing programmatic metrics (tabular, charts, and graphs) through database queries, use of query tools, and use of Microsoft products such as Excel
- Experience writing policy, procedures and guidance, including clearly communicating (oral and written) program needs, objectives and issues to customers, contractors, trade organizations, and management
- Experience managing contracts
- Experience managing the work of contractors

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Georgia Department of Natural Resources  
Environmental Protection Division  
ATTN: Arveeta Turner  
2 MLK Jr. Drive  
Suite 1456, East Tower  
Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

**NOTE: This position will remain on the DNR Vacancy Announcement until filled.**

## Manager 1, Environmental Protection – Fulton County

<b>LOCATION</b>	<b>Watershed Protection Branch</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00160546</b>	<b>JOB CODE</b>	<b>RCM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$52,172.55</b>

### JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division - Watershed Protection Branch -Total Maximum Daily Loads (TMDL) Modeling and Development Unit. The incumbent in this position is responsible for overseeing the modeling and development of TMDLs for impaired waters. The incumbent is also responsible for overseeing the review of Watershed Assessments developed by National Pollutant Discharge Elimination System (NPDES) permit holders. These documents outline monitoring conducted by the regulatory community, provide an assessment of streams within the jurisdiction boundary, and outline the protective measures to be implemented. The incumbent will provide technical support and review of the assimilative capacity modeling required by the Comprehensive State-wide Water Plan.

### MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental, Mechanical or Sanitary) or related field from an accredited college or university

#### **AND**

Four years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Degree or course work in environmental, civil, chemical, or agricultural engineering, or an advance degree in environmental science or hydrology
- Familiar with the Clean Water Act and Georgia's Rules and Regulations for Water Quality Control
- Knowledge of and/or experience developing or implementing Total Maximum Daily Loads (TMDLs)
- Experience and/or understanding of water quality models and basic GIS software
- Knowledge of and/or experience in developing or reviewing Watershed Monitoring Plans, Watershed Assessments and/or Watershed Protection Plans
- Understanding of Best Management Practices (BMPs) as they relate to watershed protection and restoration
- Proficient with Microsoft Office Suite (including Word, Excel, PowerPoint and Access)

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**NOTE: This position will remain on the DNR Vacancy Announcement until filled.**

## Manager 1, Environmental Protection – Fulton County

<b>LOCATION</b>	<b>Watershed Protection Branch</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00179119</b>	<b>JOB CODE</b>	<b>RCM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$52,172.55</b>

### JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division (EPD) – Watershed Protection Branch – Water Supply Program. The incumbent in this position will serve as the unit manager of the Surface Water Unit. Unit staff are responsible for reviewing surface water withdrawal permit applications and making recommendations regarding applications to the EPD Director. Surface water withdrawal permitting requires staff to coordinate with the applicant as well as other Division staff on hydrologic, climatological, engineering, demographic, and other related technical matters. Staff also prepare needs certifications to support the Army Corps of Engineers’ permitting process and support and participate in the Division’s Regional Water Planning, Drought Response, and Water Loss Control responsibilities. The successful candidate will have demonstrated experience with data gathering and analysis techniques to collect and review technical information on environmental activities, identifying and solving problems of a procedural or factual nature, discussing technical aspects of work with scientists, engineers, and other environmental experts. The candidate will have experience and familiarity with state and federal regulations and statutes, particularly those related to water supply and demand management, will have good written and verbal communication skills and can effectively manage multiple projects and priorities in a fast-paced environment.

### MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental, Mechanical or Sanitary) or related field from an accredited college or university

#### **AND**

Four years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Graduate degree in Water Resources, Engineering, Hydrology or similar field
- 3 years of experience with data gathering and analysis techniques to collect and review technical information on environmental activities, identifying and solving problems of a procedural or factual nature, discussing technical aspects of work with scientists, engineers, and other environmental experts
- At least 1 year of management experience of direct reports, including associated administrative duties
- Demonstrated ability to communicate effectively both orally and in writing including preparation and conducting briefings
- Experience and familiarity with state and federal regulations and statutes, particularly those related to water supply and demand management

**(CONTINUED ON PAGE 21)**

**Manager, 1 Environmental Protection Continued**

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**NOTE: This position will remain on the DNR Vacancy Announcement until filled.**

## Manager 1, Environmental Protection – Fulton County

<b>LOCATION</b>	<b>Land Protection Branch</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00101015</b>	<b>JOB CODE</b>	<b>RCM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$52,172.55</b>

### **JOB DESCRIPTION**

This position is located in the Georgia Environmental Protection Division – Land Protection Branch. The incumbent in this position will manage the Remedial Sites Unit 3 in the Hazardous Waste Corrective Action Program. The incumbent will manage a team of engineers and geologists who are responsible for permitting, inspections, compliance, and enforcement at facilities that have post closure care and corrective action obligations under the Georgia Hazardous Waste Management Act. The unit is also responsible for providing oversight at several National Priorities List sites in Georgia.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental, Mechanical or Sanitary) or related field from an accredited college or university

#### **AND**

Four years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research.

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Environmental regulatory compliance and enforcement experience
- Experience with corrective action for releases of hazardous chemicals to the environment
- Experience writing enforcement documents including review of compliance records, drafting compliance letters, Notice of Violations (NOVs), and Orders

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**NOTE: This position will remain on the DNR Vacancy Announcement until filled.**



## \*Water Outreach Coordinator- Fulton County

<b>LOCATION</b>	<b>Watershed Protection Branch</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00101363</b>	<b>JOB CODE</b>	<b>GSP040</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$27,793.73</b>
			<b>GSP041</b>		<b>I</b>		<b>\$32,418.30</b>
			<b>GSP042</b>		<b>K</b>		<b>\$39,038.32</b>

*\*Official Job Title: Communications Specialist 1/2/3*

**Based on education and experience, the selectee will be hired into one of the above mentioned job codes.**

### **JOB DESCRIPTION**

This position is located in the Georgia Environmental Protection Division (EPD) - Water Protection Branch – Water Quality Monitoring Program. The responsibility of the Communications & Outreach Specialist is to coordinate Georgia Adopt-A-Stream, Georgia’s volunteer water quality monitoring program. The coordinator is responsible for organizing and leading training workshops; developing, updating and distributing outreach materials including water monitoring training manuals and newsletters; marketing and promotion; grant preparation and reporting; maintaining the volunteer water quality monitoring database and program website; conducting water quality data analysis and reports; leading advisory board meetings and our network of statewide trainers and community coordinator meetings; and coordinating the annual volunteer conference. The appropriate candidate must possess excellent leadership, communication, writing, organizing, and science skills. The position requires fieldwork, lifting moderate to heavy equipment and supplies, canoe and kayak experience, trailering boats, extensive travel throughout Georgia and work in the evenings and on weekends.

### **MINIMUM QUALIFICATIONS**

#### **GSP040 – Communications Specialist 1**

Bachelor's degree in communications or a related field from an accredited college or university.

**OR**

Three years of communications or related experience.

#### **GSP041 – Communications Specialist 2**

Bachelor's degree in communications or a related field from an accredited college or university

**AND**

One year of communications or related experience.

**OR**

Four years of communications or related experience.

**OR**

One year of experience required at the lower level Communications Specialist 1 (GSP040) or position equivalent.

#### **GSP042 – Communications Specialist 3**

Bachelor's degree in communications or a related field from an accredited college or university

**AND**

Two years of communications or related experience.

**OR**

Five years of communications or related experience.

**OR**

One year of experience required at the lower level Communications Specialist 2 (GSP041) or position equivalent.

**(CONTINUED ON PAGE 24)**

## Water Outreach Coordinator Continued

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience coordinating environmental outreach programs similar to Georgia Adopt-A-Stream
- Experience with strong event coordination skills
- Volunteer water quality monitoring experience
- Strong writing and communication skills
- Experience with strong technical skills such as database management, GIS, and web development
- Strong understanding of aquatic ecology, familiarity with nonpoint source pollution and prevention techniques

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