

Title: <b>Lead Natural Resources Specialist</b>	Effective Date: June 24, 2017	Grade: XVI	Job Category: Professional
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### *CHARACTERISTICS OF WORK*

Under supervision of the Section Head, this position is responsible for performing supervisory work in the overall operations of the Natural Resources Section of the Environmental Division; conducts environmental studies of designated ecological resources, including wetlands, forests, streams, soils, plants, and wildlife, in order to identify and evaluate any potential impacts to these resources in and near Department project sites; and monitors compliance with local, state, and federal regulations during all phases of Department work.

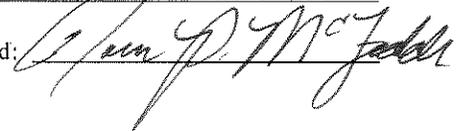
### *EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Oversee and direct the work of Section staff, and provide technical assistance, support, and training.
- Conduct site investigations, data collection, and plan reviews to determine potential project impacts.
- Apply procedures, laws, standards, and regulations pertaining to the National Environmental Policy Act (NEPA) process, including compliance with Section 404 of the Clean Water Act (CWA), Section 7 of the Endangered Species Act (ESA), etc.
- Coordinate with federal, state, and local regulatory agencies to secure any necessary concurrence/ permits; and develop and maintain records to document and track compliance with permits and regulations.
- Prepare project documents such as biological assessments, constraints statements, coordination letters, Section 404 permit applications, special provisions, wetland and stream assessments, etc.
- Manage, coordinate, and write technical documents for complex projects at the Environmental Impact Statement Level.
- Direct project coordination meetings at Division, Department, State, and Federal levels.
- Assist with public meetings to present and interpret environmental impacts and related project information.
- Complete routine records and reports; assist in the development of National Environmental Policy Act documents.
- Monitor environmental compliance with federal, state, and local laws through the life of the project and coordinate on-site project monitoring as needed.
- Manage the schedule of staff for project studies, track the project status, and ensure the completeness of documentation.
- Review and comment on documents prepared by staff or submitted by consultants to assure the technical accuracy and completeness.
- Determine appropriate compensatory mitigation, implement and track environmental commitments, mitigation performance measures and monitoring requirements.
- Function as the Section Head in his/her absence.

### *MINIMUM REQUIREMENTS*

The educational equivalent to a master's degree from an accredited college or university in an environmental, biological, natural science, natural resources, or related field, plus four years of experience working with the CWA permitting and/or ESA consultation processes and knowledge of related regulations, including NEPA, CWA and ESA OR the educational equivalent to a bachelor's degree from an accredited college or university in an environmental, biological, natural science, natural resources, or related field plus six years of experience working with the CWA permitting and/or ESA consultation processes and knowledge of related regulations including NEPA, CWA, and ESA. Two years of the required experience must be at the Advanced Natural Resources Specialist level or equivalent. Demonstrated ability to effectively manage, coordinate, and write technical documents for complex projects at the Environmental Assessment or Environmental Impact Statement level. Effective leadership and reasoning ability. Strong organizational skills, ability to manage diverse project assignments, attention to detail, and demonstrated proficient oral and written communication



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*MINIMUM REQUIREMENTS (Continued)*

skills. Ability to effectively communicate technical, educational, and instructive information to a diverse audience. Ability to read, analyze, interpret and train others on technical procedures and governmental regulations. Ability to write reports and business correspondence. Ability to interpret and apply Department policies and procedures. Proficiency in basic computer skills, including Microsoft Excel, Word, Powerpoint and Outlook. Working knowledge of Microsoft Access. Valid driver's license. Ability to traverse rugged terrain including, but not limited to, steep hills, creeks and streams, swamps, brush and timber covered property, fences, etc. Statewide travel including overnight travel as necessary.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

