

Title: <b>Natural Resources Specialist</b>	Effective Date: June 22, 2019	Grade: XII	Job Category: Professional
Prior Title: Natural Resources Specialist	Prior Effective Date: June 24, 2017	Grade: X	Page: 1 of 1

***CHARACTERISTICS OF WORK***

Under direct supervision, this position 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.

- Under direct supervision, conduct site investigations, data collection, and plan reviews to determine potential project impacts.
- Apply procedures, laws, standards, and regulations pertaining to compliance with Section 404 of the Clean Water Act (CWA) and/or Section 7 of the Endangered Species Act (ESA).
- Assist with coordination 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 constraints statements, coordination letters, special provisions, etc.
- Assist with project coordination meetings at Division, Department, State, and Federal levels, as applicable.
- Assist with 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 through the life of the project and coordinate on-site project monitoring as needed.
- Work with supervisor to determine compensatory mitigation on a project if necessary.

***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 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 two years' experience in an environmental science related field. Experience with CWA permitting and/or ESA consultation processes and knowledge of related regulations including the National Environmental Policy Act (NEPA) desired. Strong organizational skills, ability to manage diverse project assignments, attention to detail, and demonstrated proficient oral and written communication skills. Ability to collect, analyze, and interpret scientific data, technical procedures, and governmental regulations. Ability to write reports and business correspondence. Proficiency in basic computer skills, including Microsoft Excel, Word, and Outlook. Working knowledge of Microsoft Access, and PowerPoint desired. 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.)*

