

Title: Lead Natural Resources Specialist	Effective Date: November 2, 2020	Grade: XVI	Job Category: Professional
Prior Title: Lead Natural Resources Specialist	Prior Effective Date: June 24, 2017	Grade: XVI	Page: 1 of 3

CHARACTERISTICS OF WORK

Under supervision of the Section Head, this position is responsible for performing, leading and coordinating work in the overall operations of the Natural Resources Section of the Environmental Division, conducting 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 monitoring 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.

- Provide technical assistance, support, and training to the Section staff. 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 Sections 401, 402, and 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, stormwater management plans, etc.
- Manage, coordinate, and write technical documents for complex projects at the Environmental Impact Statement Level.
- Schedule and conduct project coordination meetings.
- 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.
- Review and comment on documents prepared by staff or submitted by consultants to assure the technical accuracy and completeness.
- Determine, implement, and track environmental commitments.

ADDITIONAL EXAMPLES OF WORK APPLICABLE TO LEAD SPECIALIST IN BIOLOGY:

- Provide guidance required in the fulfillment of biological requirements, including research on new technologies, methodologies, and streamlining efforts.
- Provide technical assistance to staff for Section 7 consultations under the Endangered Species Act.
- Coordinate and direct biological surveys using approved methodologies.
- Prepare task orders for on-call consultants related to biological surveys.
- Maintain credit ledger(s) for conservation banks and in-lieu fee programs.

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ADDITIONAL EXAMPLES OF WORK APPLICABLE TO LEAD SPECIALIST IN WATER RESOURCES:

- Manage the Department’s mitigation program.
- Provide guidance required in the fulfillment of permitting and mitigation requirements, including research of new techniques in wetland and stream restoration, performance measures, monitoring, tracking compliance, and streamlining efforts.
- Provide technical assistance to staff for permitting and compensatory mitigation requirements under Section 404 of the Clean Water Act.
- Maintain credit ledger(s) for mitigation banks.
- Coordinate purchase of potential mitigation banks and mitigation credits.

ADDITIONAL EXAMPLES OF WORK APPLICABLE TO LEAD SPECIALIST IN WATER QUALITY:

- Provide guidance to the NPDES Committee, including research and implementation of new products and methodologies in stormwater stewardship.
- Provide technical assistance to District, Maintenance, Construction, and Roadway staff pertaining to Section 401 and Section 402 of the Clean Water Act.
- Manage the Department’s stormwater programs.
- Maintain compliance for the Department’s National Pollutant Discharge Elimination System Municipal Separate Storm Sewer Systems permit(s).
- Oversee the development and coordination of annual training of Maintenance and Construction staff.

MINIMUM REQUIREMENTS

Education and experience:

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 of experience working with the CWA permitting and/or ESA consultation processes. Experience working with the CWA permitting and/or ESA consultation processes, including NEPA, CWA and ESA.

Knowledge, skills and abilities:

Advanced knowledge of related regulations including NEPA, CWA and/or ESA. 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. Superior organizational skills, ability to coordinate and lead diverse project assignments, attention to detail, and demonstrated proficient oral and written communication 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 and review reports and business correspondence for accuracy and completeness. 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.

Physical requirements:

Ability to traverse rugged terrain including, but not limited to, steep hills, creeks and streams, swamps, brush and timber covered property, fences, etc.

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Working conditions:

Statewide travel including overnight travel as necessary.

Licenses, registrations and certifications:

Valid driver's license.

("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.)