Opening Date: September 23, 2020
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 21-01
Monthly Salary: $3,520.34 - $4,200*
Group/Class: B19/2684
Travel %: 10%
Division/Department: WSI/RWPD/Team 3
Number of Positions: 1
* Salary commensurate with experience and qualifications.

JOB VACANCY NOTICE
Environmental Reviewer
(Natural Resources Specialist III)

Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov

We offer a competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: http://www.twdb.texas.gov/jobs/benefits.asp

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 92W Water Treatment Specialist, 680X LDO – Meteorology/Oceanography, MST Marine Science Technician, 8831 Environmental Engineering Management Officer, 9S100 Scientific Applications Specialist or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_NaturalResources.pdf

Job Description Summary

Natural Resource Specialists in the Regional Water Project Development (RWPD) division of the Texas Water Development Board (TWDB) perform highly complex (senior-level), broad-based environmental reviews of TWDB-funded projects. This position plays an essential role in advancing TWDB's mission of providing financial assistance for the conservation and responsible development of water for Texas. Projects financed by the TWDB range from small grants for small disadvantaged water systems to large-scale regional projects, including the largest water infrastructure project currently underway in the country. Each of these projects undergo an environmental review process to evaluate potential impacts and ensure those projects are environmentally sound and comply with local, state, and federal environmental regulations and TWDB administrative rules. This review process includes evaluating environmental reports and related documents, including coordination with federal and state regulatory agencies, and reviewing associated engineering reports, plans and specifications, and other project-related materials. Based on these reviews and coordination with regulatory agencies, RWPD environmental review staff make recommendations for conditions to help avoid, minimize, or mitigate potential impacts and prepare environmental determinations for projects. May train others. As part of a multi-disciplinary team, the environmental review staff of TWDB work closely with TWDB's engineering staff and others under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to a team manager in RWPD.

Essential Job Functions

- Reviews project-related documents, including environmental assessments, archeological and biological survey reports, coordinates with regulatory agencies, environmental information documents, environmental site assessments, environmental findings issued by other agencies, and other project-related documents.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.
Please visit TWDB Career Page: http://www.twdb.texas.gov/jobs/ for more information.

Texas Water Development Board

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

- Works closely with the RWPD teams, environmental review workgroup, and other staff to ensure consistency of review policies and procedures.
- Follows processes consistent with the National Environmental Policy Act (NEPA) and state-level environmental review requirements and reviews projects to ensure compliance with the Endangered Species Act, Clean Water Act, National Historic Preservation Act, and other state and federal regulations.
- Reviews project-related funding applications and engineering documents.
- Conducts archeological and environmental file and literature searches and data analyses.
- Prepares, amends, and adopts state and NEPA level environmental determinations.
- Provides guidance and professional advice to TWDB management on cultural resources management, waters of the United States, endangered species issues, floodplains, and other issues related to cultural or natural resources.
- Works closely with environmental and engineering consultants, as well as, local, state, and federal representatives throughout the course of each project.
- Provides guidance and recommendations to stakeholders, including potential financial assistance applicants and recipients on compliance with program requirements.
- Prepares written reports, memoranda, and correspondence.
- Represents the agency at assigned engagements, including meetings with state and federal agencies and representatives from other political subdivisions of the state.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with interdisciplinary course work in Natural Sciences, Archeology, Water Resources, Environmental Science, Geography, Geology, or Hydrology.
- Five years of relevant work experience in Natural Science or Archeology.
- Experience with writing, proofreading, and editing complex technical documents.
- Relevant education and experience may be substituted on a year-for-year basis.

Preferred Qualifications

- Graduate degree from an accredited college or university in Natural Sciences or Archeology.
- Two years of field experience and appropriate professional certifications or qualifications.
- Experience in flood related work and/or working on flood related projects.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations and the principles and practices of public administration.
- Knowledge of vegetation, wildlife, geology, soils, hydrology, and/or archeology of Texas.
- Knowledge of applicable state or federal environmental protection and historic preservation statutes, their implementing regulations, and related executive orders.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in effective facilitation of project development during negotiations with applicants, consultants, and state or federal regulatory agencies.
- Skills in preparing and maintaining accurate records, reports, documents, correspondence, and meeting deadlines.

- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 10% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to be self-motivated and to work under general direction with latitude for use of independent judgment.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.