Opening Date: October 14, 2020
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 21-06
Monthly Salary: $3,360.00 - $3,590.39*
Group/Class: B17/2683
Travel %: 60%
Division/Department: WSC/GW/GWM/Recorder Well
Number of Positions: 1
***Salary commensurate with experience and qualifications**

JOB VACANCY NOTICE
Recorder Program Specialist
(Natural Resources Specialist II)

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 72D Environmental/Engineering Officer, 680X LDO-Meteorology/Oceanography, OAR15 Marine Environmental Response, 8831 Environmental Engineering Management Officer, 95100 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

Performs complex (journey-level) groundwater monitoring work in field and office environments, primarily in support of the Texas Water Development Board (TWDB) Recorder Program. Work involves the coordination of and assistance with field and office operations of the automatic groundwater-level recorder program; travel throughout the state using agency vehicles primarily for the installation, maintenance, and repairs of recorder equipment and as needed to conduct well inventories, measure water levels, and collect field measurements and water samples for chemical analysis; the download and formatting of recorder data and data entry, maintenance, update, and correction using appropriate Quality Assurance-Quality Control procedures to ensure data are properly entered into the Groundwater Database; research on potential well sites from the online TWDB groundwater and driller's report databases and other sources; communication with cooperators in recorder maintenance and possible equipment purchase and installation; assistance in providing data in reply to public inquiries for groundwater information; attendance of conferences, classes, and other training opportunities; the creation or review of maps and reports as needed; and ensuring compliance with applicable statutes and regulations. Works 80% percent or more of the time assisting the TWDB Recorder Program Supervisor and performs other duties as necessary. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Reports to the Manager of the Groundwater Monitoring Department.

Essential Job Functions

- Assists in the Recorder Program to install and repair recorders, transmitters, solar panels, concrete pads, and other associated equipment.
- Assists the Recorder Program Team Lead with research and purchases of recorder equipment.

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.

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.

Texas Water Development Board

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).

- Conducts statewide well inventories, measures water levels in wells, and collects water samples for lab analysis as needed.
- Performs field work outside of the office for up to 60 percent of the time.
- Enters and proofreads data in the groundwater database and maintains the database, paper files, and records.
- Demonstrates TWDB recorder maintenance tasks and monitoring techniques to cooperators as necessary.
- Documents work performed through short reports, analysis papers, and creation of maps.
- Attends meetings and engages in TWDB committee activities as necessary.
- Provides data in reply to public inquiries for groundwater information.
- 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 major coursework in one of the natural sciences or a related field.
- Three to five years of experience in natural resources work and field data collection, with a direct component of field work and field data collection experience required.
- Must be able and willing to conduct travel and field work for up to 60 percent of the time.
- Relevant education and experience may be substituted on a year-for-year basis.

Preferred Qualifications

- Graduation from an accredited four-year college or university with coursework in Environmental Studies, Geological Sciences, Hydrology, Geography, Planning, Policy, or a related field.
- More than five years of experience in Natural Resources and field data collection work.
- Experience working with telemetry systems and groundwater level instrumentation.
- Experience installing, maintaining, and trouble-shooting problems associated with automatic data loggers and satellite telemetry.
- Basic knowledge of Texas Geology, Hydrology, and Geography.
- Experience with and ability to use GIS software and applications to create maps displaying environmental data.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Groundwater Monitoring Department; and of the principles and practices of public administration.
- Knowledge of geography, Texas geology, and hydrologic concepts.
- Knowledge of water level measurement techniques, chemical analysis techniques, and data collection procedures.
- 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 and proficiency in map-reading and use of hand-held GPS receivers.
- Skills in communicating politely and effectively with a variety of people in order to collect data, perform research, perform services, or engage in related activities.
- 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 coordinate with other staff to ensure continuity and consistency.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- 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 60% of the time, or between three to four days out of the office each week for more than half the year, primarily within the State of Texas.
- Ability to operate a four-wheel drive vehicle in off-road conditions as needed.
- 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 travel on short notice in addition to scheduled trips.
- Ability to work alone outdoors and in remote locations – including walking over various terrain while carrying field equipment weighing up to as much as 40 lbs. in various weather conditions.

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.