

Title:	Effective Date:	Grade:	Job Category:
Lead Natural Resources Specialist	September 24, 2026	16	Professional
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CHARACTERISTICS OF WORK

Under supervision of the Section Head, this position is responsible for performing lead and coordination functions in the overall operations of the Natural Resources Section of the Environmental Division. This position coordinates the Clean Water Act (CWA) and/or Endangered Species Act (ESA) process, manages and facilitates environmental project development through investigations, data collection, and collaborative efforts, reviews technical studies and documentation, 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.

- Review work of and provide technical assistance, support, and training to the Section staff regarding procedures, documentation, and compliance requirements.
- Conduct site investigations, data collection, and plan reviews to determine potential project impacts.
- Apply and interpret procedures, laws, standards, and regulations pertaining to compliance with the Clean Water Act (CWA) and/or Section 7 of the Endangered Species Act (ESA), etc.
- Coordinate with federal, state, and local regulatory agencies to secure any necessary concurrence/permits.
- Develop and maintain project records to document and track compliance with permits and regulations.
- Prepare project documents, such as constraints statements, coordination letters, CWA permit applications, special provisions, etc.
- Prepare technical documents, such as biological assessments, wetland and stream assessments, or stormwater management plans.
- Prepare, compile, and review environmental documents and supporting technical documentation related to the NEPA process.
- Attend project coordination meetings at Division, Department, State, and Federal levels, as applicable.
- Review documents prepared by consultants for accuracy and compliance with applicable federal laws and procedures.
- Determine, implement, and track environmental commitments, including compensatory mitigation.
- Assist in developing, updating, and implementing Natural Resources Section procedures, templates, and guidance documents.
- Advise staff in the Section Head's absence by assisting with coordination, work prioritization, and technical guidance.

ADDITIONAL EXAMPLES OF WORK APPLICABLE TO LEAD SPECIALIST IN BIOLOGY/BOTANY:

- Provide guidance required in the fulfillment of biological requirements, including research on new technologies, methodologies, and streamlining efforts.
- Maintain compliance with the Department's Scientific Collection Permit and Section 10 Permit, including annual reporting requirements.
- Provide technical assistance to staff for Section 7 consultations under the ESA.
- 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, implementation of restoration efforts, performance measures, monitoring, tracking compliance, and streamlining efforts.
- Provide technical assistance to staff for permitting and compensatory mitigation requirements under Section 404 of the CWA.
- Maintain credit ledger(s) for mitigation banks.
- Scout properties and coordinate purchase of potential mitigation banks and mitigation credits.

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

- Manage the Department's stormwater programs.
- Provide guidance to the National Pollutant Discharge Elimination System (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 CWA.
- Maintain compliance for the Department's NPDES Municipal Separate Storm Sewer Systems permit(s), including annual reporting requirements.
- Oversee the development and coordination of annual training of Maintenance and Construction staff.
- Provide compliance assistance in industrial stormwater and construction stormwater regulations.

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 in NEPA, environmental regulations, transportation projects, and related project development activities.

Knowledge, skills and abilities: Extensive knowledge of CWA, ESA, and/or Rivers and Harbors Acts and related regulations. Working knowledge of NEPA and other environmental laws. Knowledge and ability to interpret procedures associated with relevant environmental resources. Demonstrated ability to effectively manage, coordinate, and write technical documents for complex projects at the Environmental Assessment or Environmental Impact Statement level, including documents for the Department's stream and wetland mitigation program. Effective leadership and reasoning ability. Demonstrated proficient oral and written communication skills. Superior organizational skills, ability to manage diverse project assignments, and attention to detail. Ability to collect, analyze, interpret, and convey scientific data, technical procedures, and regulations to a diverse audience. Demonstrated proficiency in basic computer skills, including Microsoft Excel, Word, PowerPoint and Outlook.

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.

Working conditions: Office and field environment with 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.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.