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|-------------------------------------|-----------------------|--------|---------------|
| Title:                              | Effective Date:       | Grade: | Job Category: |
| <b>Natural Resources Specialist</b> | September 24, 2026    | 12     | Professional  |
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## ***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. It also 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.

- Conduct site investigations, data collection, and plan reviews to determine potential project impacts.
- Apply procedures, laws, standards, and regulations pertaining to compliance with the Clean Water Act (CWA) and/or Section 7 of the Endangered Species Act (ESA).
- Coordinate with federal, state, and local regulatory agencies to secure any necessary concurrence/permits.
- Assist in collecting, analyzing, and summarizing ecological resources to support National Environmental Policy Act (NEPA) and project development activities.
- Develop and maintain project 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 in the development of environmental documents and supporting technical documentation related to the NEPA process.
- Monitor environmental compliance through the life of the project and coordinate on-site project monitoring as needed.
- Assist in determining compensatory mitigation on a project if applicable.

## ***ADDITIONAL EXAMPLES OF WORK APPLICABLE TO WATER QUALITY SPECIALIST:***

- Assist the Department in compliance with National Pollutant Discharge Elimination System (NPDES) permits.
- Assist in the preparation and delivery of training on environmental stormwater regulations and best management practices to Department personnel.
- Conduct field testing and collection of water samples for various parameters.

## ***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' experience in an environmental science related field.

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Knowledge, skills and abilities: Knowledge of CWA and/or ESA permitting and compliance desired. Demonstrated proficient oral and written communication skills. Strong organizational skills and ability to manage diverse project assignments. Ability to collect, analyze, and interpret scientific data, technical procedures, and regulations. Proficiency in basic computer skills, including Microsoft Excel, Word, 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.

Licenses, registrations and certifications: Valid driver's license.

***ADDITIONAL REQUIREMENTS APPLICABLE TO AQUATIC BIOLOGIST:***

Minimum of 12 semester hours in subjects such as Ichthyology, Fisheries Biology, Malacology, Aquatic Macroinvertebrate Taxonomy, Freshwater Ecology, Limnology, or research courses in the field of Aquatic Ecology and/or Fisheries Management. Valid open water SCUBA certification or commercial diving certification preferred; required within first year of hire. Experience operating small watercraft. Experience with small engine maintenance preferred.

***ADDITIONAL REQUIREMENT APPLICABLE TO BOTANIST:***

Minimum of 12 semester hours in subjects such as Botany, Plant Ecology, Plant Taxonomy, Plant Systematics, Plant Physiology, Plant Anatomy, or research courses in the field of Plant Ecology or Botany.

***ADDITIONAL REQUIREMENT APPLICABLE TO WATER QUALITY SPECIALIST:***

Working knowledge of NPDES stormwater permits and regulations under CWA Sections 401 and 402 preferred.

*("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.**