

Title: Natural Resources Specialist	Effective Date: August 26, 2024	Grade: XII	Job Category: Professional
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CHARACTERISTICS OF WORK

Under direct supervision, this position participates and assists in 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 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.

- Under direct supervision, 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).
- Assist with coordination 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 constraints statements, coordination letters, special provisions, etc.
- Assist with project coordination meetings at Division, Department, State, and Federal levels, as applicable.
- Assist with 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 through the life of the project and coordinate on-site project monitoring as needed.
- Work with supervisor to determine compensatory mitigation on a project if necessary.

ADDITIONAL EXAMPLES OF WORK APPLICABLE TO BIOLOGIST:

- Maintain applicable permits with United States Fish and Wildlife Service and the Arkansas Game and Fish Commission.
- Conduct surveys and collect data as needed to determine impacts to ecological resources at or near Department projects that may include sensitive animal species and other ecological resources. Prepare reports and relevant sections of environmental documents.

ADDITIONAL EXAMPLES OF WORK APPLICABLE TO AQUATIC BIOLOGIST:

- Maintain applicable permits with United States Fish and Wildlife Service and the Arkansas Game and Fish Commission.
- Conduct surveys and collect data as needed to determine impacts to ecological resources at or near Department projects that may include sensitive aquatic communities, aquatic animal species, and other ecological resources. Prepare reports and relevant sections of environmental documents.

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ADDITIONAL EXAMPLES OF WORK APPLICABLE TO BOTANIST:

- Conduct surveys and collect data as needed to determine impacts to ecological resources at or near Department projects that may include plant communities, sensitive plant species, and other ecological resources. Prepare reports and relevant sections of environmental documents.
- Under general supervision, develop vegetation planting and management plans for mitigation projects.
- Assist with plant identification as needed.
- Under general supervision, prepare monitoring reports to determine success of vegetation planting and management on mitigation projects.
- Review vegetation control permits for environmental impacts to sensitive species.
- Under direct supervision, coordinate the Wildflower Program with the Department and the Arkansas Department of Parks and Tourism.

ADDITIONAL EXAMPLES OF WORK APPLICABLE TO WATER QUALITY SPECIALIST:

- Assist the Department in compliance with the Municipal Separate Storm Sewer System permit.
- Provide compliance assistance in industrial stormwater and construction stormwater regulations.
- Assist in the preparation, review and updating of Stormwater Pollution Prevention Plans for Department construction sites and maintenance facilities.
- Assist with visits to construction projects or maintenance facilities to review compliance with permits and regulations. Prepare reports based on findings and consult during the correction of any deficiencies as needed.
- Assist in the preparation and delivery of training on environmental regulations and practices to Department personnel.
- Under general guidance, conduct field testing of water samples for various parameters.
- Under general guidance, prepare project documents such as coordination letters, special provisions, etc.

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.

Knowledge, skills and abilities:

Knowledge of related regulations including the National Environmental Policy Act (NEPA) desired. Effective reasoning ability. Strong organizational skills, attention to detail and demonstrated proficient oral and written communication skills. Ability to collect, analyze, and interpret scientific data, technical procedures, and governmental regulations. Ability to write reports and business correspondence. Ability to effectively communicate technical, educational, and instructive information to a diverse audience. Proficiency in basic computer skills, including Microsoft Excel, Word, and Outlook. Working knowledge of Microsoft Access, and PowerPoint desired.

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.

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.

(“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.)