

Title: Advanced Natural Resources Specialist	Effective Date: October 4, 2022	Grade: XIV	Job Category: Professional
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CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for conducting environmental studies of designated ecological resources, including wetlands, streams, soils, plants, wildlife, and water quality, 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.

- Conduct site investigations, data collection, and plan reviews to determine potential project impacts.
- Apply procedures, laws, standards, and regulations pertaining to the National Environmental Policy Act (NEPA) process, including compliance with Sections 401, 402, and 404 of the Clean Water Act (CWA), Section 7 of the Endangered Species Act (ESA), etc.
- Coordinate 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 biological assessments, constraints statements, coordination letters, Section 404 permit applications, special provisions, wetland and stream assessments, stormwater management plans, etc.
- Attend project coordination meetings at Division, Department, State, and Federal levels, as applicable.
- Assist with public 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 with federal, state, and local laws through the life of the project and coordinate on-site project monitoring as needed.
- Determine compensatory mitigation on a project if necessary.
- Assist in the training of other Section staff members.

ADDITIONAL EXAMPLES OF WORK APPLICABLE TO ADVANCED BIOLOGIST/AQUATIC BIOLOGIST:

- Utilize guidance, resources, and recommendations and apply sound technologies, methodologies, and streamlining efforts in order to analyze habitat and species occurrence data to inform biological evaluations and fulfill regulatory requirements.
- Prepare Biological Assessments and complete complex Section 7 consultations.
- Assist staff in Section 7 consultations under the Endangered Species Act.
- Coordinate and assist in biological surveys using approved methodologies.
- Conduct all aspects of the Section 7 consultation process including appropriate mitigation measures.

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ADDITIONAL EXAMPLES OF WORK APPLICABLE TO ADVANCED BOTANIST:

- Utilize guidance, resources, and recommendations and apply sound technologies, methodologies, and streamlining efforts in order to analyze habitat and species occurrence data to inform biological evaluations and fulfill regulatory requirements.
- Prepare Biological Assessments and complete complex Section 7 consultations.
- Assist staff in Section 7 consultations under the Endangered Species Act.
- Coordinate and assist in biological surveys and wetland delineations using approved methodologies.
- Conduct all aspects of the Section 7 consultation process, including appropriate mitigation measures.
- Coordinate the Wildflower Program with the Department and the Arkansas Department of Parks and Tourism.

ADDITIONAL EXAMPLES OF WORK APPLICABLE TO ADVANCED WATER RESOURCES SPECIALIST:

- Utilize guidance, resources, and recommendations and apply sound techniques in wetland and stream restoration to fulfill permitting and mitigation requirements.
- Assist in the management the Department’s CWA mitigation program.
- Prepare permit packets for complex projects.
- Assist staff in permitting and compensatory mitigation requirements under Section 404 of the CWA.
- Conduct all aspects of the compensatory mitigation process following Section 404(b)(1) CWA guidelines, including the appropriate mitigation bank ratios; identifying mitigation banks and sites; preparing mitigation plans and banking instruments; performing various restoration activities; monitoring mitigation performance measures; preparing monitoring reports, etc.

ADDITIONAL EXAMPLES OF WORK APPLICABLE TO ADVANCED WATER QUALITY SPECIALIST:

- Prepare, review, and update Stormwater Pollution Prevention Plans for complex Department construction sites and maintenance facilities and the Department’s Stormwater Management Plan.
- Assist District, Maintenance, Construction, and Roadway staff pertaining to Section 401 and Section 402 for the Clean Water Act.
- Visit complex construction projects or maintenance facilities to review compliance with environmental regulations and permits, prepare reports on findings, and consult during the correction of any deficiencies when necessary.
- Assist in maintaining compliance for the Department’s National Pollutant Discharge Elimination System Municipal Separate Storm Sewer Systems permit(s).
- Prepare and deliver annual training on environmental regulations and practices to Maintenance and Construction staff.

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 with CWA permitting and/or ESA consultation processes.

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Knowledge, skills and abilities: Advanced knowledge of related regulations including NEPA, CWA and/or ESA. Demonstrated ability to effectively write technical documents for complex projects at the Environmental Assessment or Environmental Impact Statement level. Effective reasoning ability. Strong organizational skills, attention to detail, and demonstrated proficient oral and written communication skills. Ability to effectively communicate technical, educational, and instructive information to a diverse audience. Ability to read, analyze, interpret and train others on technical procedures and governmental regulations. Ability to write reports and business correspondence. Ability to interpret and apply Department policies and procedures. Proficient in basic computer skills, including Microsoft Excel, Word, PowerPoint and Outlook. Working knowledge of Microsoft Access.

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:

Statewide travel including overnight travel as necessary.

Licenses, registrations and certifications:

Valid driver’s license.

ADDITIONAL REQUIREMENT APPLICABLE TO ADVANCED BIOLOGIST/BOTANIST:

Completed Interagency Consultation for Endangered Species Section 7 Training.

ADDITIONAL REQUIREMENT APPLICABLE TO ADVANCED AQUATIC BIOLOGIST:

Completed Interagency Consultation for Endangered Species Section 7 Training and valid open water SCUBA certification or commercial diving certification required. Experience operating small watercraft. Experience with small engine maintenance preferred.

ADDITIONAL REQUIREMENT APPLICABLE TO ADVANCED WATER RESOURCES SPECIALIST:

Completed basic wetland delineation training.

ADDITIONAL REQUIREMENT APPLICABLE TO ADVANCED WATER QUALITY SPECIALIST:

Certification in National Pollutant Discharge Elimination System (NPDES) by the Technician Certification Program at the Center for Training Transportation Professionals, or equivalent certification.

(“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.)