

**MARYLAND ENVIRONMENTAL SERVICE
JOB DESCRIPTION**

Job Title: Environmental Specialist I

FLSA Status / Grade: Non-Exempt / 4

Group: Various

POSITION SUMMARY

Provides project planning and technical support for environmental science, engineering, construction and planning activities and services.

ESSENTIAL FUNCTIONS

Assists with monitoring compliance of environmental operation, construction and monitoring activities with Federal, State and local permit and regulatory requirements.

Assists with the preparation of technical documents.

Provides project coordination for Project Managers.

Provides scientific, technical and planning support to Project Managers and Supervisors.

Manages small procurements while complying with procurement policies.

Assists with reviewing and compiling comments to reports and data submitted by subcontractors.

Attends project related meetings and prepares meeting summaries.

Assists with environmental documentation and permitting technical services.

Operates MES vehicles.

OTHER RESPONSIBILITIES

Provides assistance to other technical groups in the Division.

Performs on-site field monitoring.

SUPERVISORY REQUIREMENTS

This job has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

Bachelors Degree in environmental science, engineering, ecology or a related field from an accredited college or university plus one year of experience in environmental science, regulations, engineering or management.

Note: Applicants may substitute an applicable advanced education degree for the required experience.

KNOWLEDGE, SKILLS AND ABILITIES

Must be able to communicate effectively both orally and in writing.

Must have good listening skills and note-taking ability.

Must have computer literacy with spreadsheets, word processors, Internet searches and presentations.

Must be able to keep organized records to document project related activities.

The employee must be able to lift and/or move up to 50 pounds.

LICENSES AND CERTIFICATIONS

Valid driver's license with less than six points under Maryland law.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk, hear, stand, walk, sit, and use hands to finger, handle or feel. The employee is regularly required to reach with hands and arms, climb or balance, and rarely required to stoop, knee, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to focus.

WORK ENVIRONMENT

The noise level while working indoors at the assigned facility is usually quiet. See appropriate facility attachments for other work environment conditions.

6/06HR