



GEORGIA

DEPARTMENT OF NATURAL RESOURCES

VACANCY ANNOUNCEMENT



Coastal
Resources
Division



Environmental
Protection
Division



Law
Enforcement
Division



State Parks &
Historic Sites
Division



Wildlife
Resources
Division

Vacant Position Listing

Please click on the Job Title – Location to learn more about the advertised vacant positions.

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Georgia County & Major City Map



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Applicant Information

- Vacancies are open to all qualified applicants. Applicants will be screened for the minimum qualifications listed for each job vacancy. Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the listed preferred qualifications, when applicable.
- Employees will be given the opportunity to compete within their division or within the central office to transfer to or voluntary demote to a vacant position prior to consideration of applicants from outside of the agency.
- Applications are accepted for advertised jobs only.
- To apply for an announced job vacancy, applicants must submit a Department of Natural Resources (DNR) Application for Employment to the individual address listed with each job posting. It is important that applications be sent directly to the contact person and/or locations listed. Applications sent to another location may not be forwarded and may result in applications not being considered.
- Applicants must submit one application for each position being applied for.
- A .pdf version and a Word version of the DNR Application for Employment can be found by visiting the Careers page of the DNR website at <https://gadnr.org/careers> .
- If submitting a résumé, please attach the résumé with a **completed** DNR Application for Employment.
- Please be sure to include the following information on your application, Job Title and Position Number.
- If the minimum qualifications for a job require a college education and you have obtained a degree from a college or university outside the USA, you are required to submit an International Education Evaluation Letter showing your degree is equivalent to one obtained at a college or university in the USA. International Educational Evaluations are accepted from the National Association of Credential Evaluation Services (www.naces.org/members.htm) or the Association of International Credentials Evaluators (www.aice-eval.org).
- Your application must be postmarked no later than the application deadline date noted on the specific job posting. Please note that deadlines will differ by job postings.
- Any offer of full time and part time employment by DNR is conditional upon a background check that is appropriate for the job functions and business necessity. If related criminal records are revealed in the process, the applicant will not be automatically disqualified.
- Information found on publicly posted social media accounts may be examined.
- Current State of Georgia employees transferring to a DNR position, on the same pay grade, will transfer at their existing pay. Current State of Georgia employees transferring to a DNR position, on a higher pay grade, will typically receive a 5% promotion, or go to the job minimum, whichever is greater. Current State of Georgia employees transferring to a DNR position, on a lower pay grade, will typically receive a demotion with a loss in pay.
- **All positions listed in this announcement are in the Unclassified Service and will be filled as unclassified positions.**
- All qualified applicants will be considered. Hiring locations will contact applicants regarding interviews but due to the volume of applications received not all applicants will be contacted or receive an interview.
- If you need this Vacancy Announcement in an alternate format, please contact the DNR Office of Human Resources at 404.656.7560.
- DNR is a registered participant in the federal work authorization program commonly known as E-Verify. DNR uses this program to verify employment eligibility of individuals hired on or after July 1, 2007. DNR's E-Verify ID # is 45119, Authorized July 1, 2007.
- The Georgia Department of Natural Resources is an Equal Opportunity Employer.

Additional information on the Georgia Department of Natural Resources Operating Divisions can be located by visiting the below website addresses:

Coastal Resources Division
Environmental Protection Division
Law Enforcement Division
Parks and Historic Sites Division
Wildlife Resources Division

www.CoastalGADNR.org
www.GeorgiaEPD.org
www.GADNRLE.org
www.GAStateParks.org
www.GeorgiaWildlife.org

NOTE: Information in this Vacancy Announcement is subject to change.

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Coastal Resources Division Vacancies

Coastal Permit Coordinator – Glynn County

LOCATION	CRD Headquarters						
DIVISION	Coastal Resources Division						
POSITION #	00184047	JOB CODE	RCP020	PAYGRADE	H	ENTRY SALARY	**\$40,000.00

*Official Title: Environmental Compliance Specialist 1

** Salary Commensurate with experience

JOB DESCRIPTION

Under direct supervision, the incumbent will assist in a diverse range of support, operational, and programmatic activities for the Marsh and Shore Management (Regulatory) Program of the GADNR's Coastal Resources Division, Coastal Management Section. The incumbent will perform field inspections, and process permits for marsh, shore, private dock, and bank stabilization projects under the State's Revocable License Authority, the Coastal Marshlands Protection Act, and the Shore Protection Act.

MINIMUM QUALIFICATIONS

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited college or university.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience in environmental permitting activities
- Knowledge of Coastal Georgia marshland and barrier island dynamics/sand sharing systems
- Familiarity with engineered or professional project drawings and surveys
- Proficiency with computers (Word, PowerPoint, database entry)
- Small vessel operations experience

NOTE: Please direct questions about this position to Josh Noble at Josh.Noble@dnr.ga.gov or (912) 264-7218.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address **highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources

Coastal Resources Division

C/O Gale Kennedy

One Conservation Way, Suite 312

Brunswick, GA 31520-8687

CRD.CRDDNR@dnr.ga.gov (Please include the position title in the subject) or Fax: (912) 717-6613

The Deadline date to apply for this position is 10/19/23

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General Trades Technician 3 – Glynn County

LOCATION	CRD Headquarters						
DIVISION	Coastal Resources Division						
POSITION #	00169830	JOB CODE	FET032	PAYGRADE	G	ENTRY SALARY	\$33,672.14

JOB DESCRIPTION

Under broad supervision, performs a variety of semiskilled and skilled building trades work in the repair and maintenance of the department's Coastal Regional Office located in Brunswick, GA.

MINIMUM QUALIFICATIONS

High school diploma or GED

AND

Three years of experience in building repairs and maintenance or in the specific area of assignment.

OR

Two years of experience at the lower-level General Trades Technician 2 (FET031) or position equivalent.

NOTE: Some positions may require area specific certifications/licenses.

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications, preference may be given to applicants with experience in the following:

- Maintaining and repairing HVAC, electrical, and plumbing systems
- Grounds maintenance, including operation of tractor mowers and use of hand-held tools and ability to perform light construction work
- Operating and maintaining computer-monitored fuel dispenser systems
- Operating, maintaining, and repairing trolley hoist systems and forklift
- Working with service providers to complete maintenance and repair tasks in the timely manner

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address **highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources
Coastal Resources Division
C/O Gale Kennedy
One Conservation Way, Suite 312
Brunswick, GA 31520-8687

CRD.CRDDNR@dnr.ga.gov (Please include the position title in the subject) or Fax: (912) 717-6613

The Deadline date to apply for this position is 10/31/23

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Parks & Historic Sites Division Vacancies

****Parks Resource Program Manager – Henry County***

LOCATION	PHSD Headquarters						
DIVISION	Parks & Historic Sites Division						
POSITION #	00204290	JOB CODE	NRM031	PAYGRADE	N	ENTRY SALARY	\$61,424.36

*Manager 2, Parks and Preservation

JOB DESCRIPTION

Under broad supervision, oversees the natural resource management unit's efforts on Georgia State Parks and Historic Sites. Works closely with resource managers, region managers, and PHSD leadership to provide statewide support.

Primary Duties & Responsibilities:

- Performs job responsibilities with minimal supervision
- Serves to protect GA State Parks natural resources, property boundaries, employees, and visitors
- Ensures the resource management unit remains engaged and highly responsive to field staff needs
- Supervises assigned staff, including resource managers, GIS Specialist, and GIS Technician
- Receives input and generates annual resource management unit goals and objectives
- Oversees the administrative aspects of the unit, including personnel, inventory, budget management
- Procures supplies and materials, chemicals, small and large equipment used for resource activities
- Maintains inventory records of equipment and materials
- Ensures support contracts are in place and functional. Evaluates performance and renews, as needed
- Explores ways to concurrently meet resource management objectives and contribute to the financial sustainability of the Division
- Pursues alternative funding opportunities available for natural resource enhancement, e.g. grants, etc
- Develops agency-wide professional partnerships with other resource management professionals
- Develops, reviews, and periodically updates standard operating procedures related to natural resources
- Assesses potentially hazardous conditions or arrangements related to natural resource management and intervenes where appropriate
- Seeks out relevant and beneficial training opportunities for resource management unit personnel
- Conducts training or familiarization sessions for RMU staff and field personnel
- Engages in field work that directly supports RMU members or reduces the unit's workload
- Reviews, adjusts, and presents prescribed burn plans for annual approval by PHSD leadership
- Collaborates with resource managers on 'day-of' prescribed fire decisions and assesses mitigations
- Provides technical consultation to field and leadership personnel in complex or weighted circumstances
- Facilitates the application or renewal process of required operating permits, e.g. drinking, wastewater
- Functions as a liaison between park managers and regulatory/compliance agencies, when appropriate

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Parks Resource Program Manager Continued

- Monitors the completion of required field reports or inspections and helps facilitate completion
- Communicates new initiatives or seasonal activities to field staff, e.g. beach water sampling, managed hunts, nuisance animal management, boundary line inspections, etc
- Collaborates with sister agencies to develop regulations. Reviews and edits publication drafts as needed
- Responds to emergency or catastrophic events, such as hurricanes, ice storms, floods, etc.
- Obtains or maintains appropriate certifications, e.g. CDL, Class IV Operator, pesticide applicator license

MINIMUM QUALIFICATIONS

Bachelor's degree in Natural Resources Management, Environmental Science, Historical Preservation or a closely related field from an accredited college or university

AND

Two years of related experience at a supervisory/management level.

OR

One year of experience required at the lower-level Manager 1, Parks & Preservation (NRM030) or position equivalent.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- ASI ATV certification
- Wildland Firefighting (e.g. FFT-2, FFT-1)
- GFC Prescribed Burn Certification
- Class IV drinking water
- Class III or IV wastewater certification
- Commercial Driver's License
- Chainsaw certification
- Pesticide Applicator License
- Emergency Medical Responder certification
- GIS/QGIS experience, PeopleSoft HR or FN experience

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
 State Parks & Historic Sites Division
 ATTN: Londa Moates
 2610 Highway 155, SW
 Stockbridge, GA 30281
parkshq@dnr.ga.gov

Open until filled

[Return to the Vacant Position Listing](#)

Business Support Analyst 1 – White County

LOCATION	Region 2 Office						
DIVISION	Parks & Historic Sites Division						
POSITION #	00185256	JOB CODE	GSP130	PAYGRADE	J	ENTRY SALARY	\$42,569.36

JOB DESCRIPTION

Under supervision, performs complex administrative duties and statistical, financial, or operational data analysis and reporting in support of management decision making in functional area. Identifies trends, discrepancies, and variances to improve the efficiency and effectiveness of operations. May partner with other departments, divisions, outside agencies, and vendors to address business issues. Exercises various latitudes of independent judgment. May administer or provide high level support for various projects, grants, contracts, implementation of procedures, and/or any specialized functions.

Primary Duties & Responsibilities:

- Conducts and coordinates financial, personnel, product, market, operational, and related research to support strategic and business planning
- Develops economic demographic, business, and sociological forecasts to support development of plans and strategies
- Establishes and maintains a positive working relationship with area business community, internal and external agency customers, and other related contacts
- Monitors effectiveness of business operations, assesses quality of service and makes recommendations to improve operations
- Receives additional training, as required, to gain full proficiency and experience in all areas
- Gathers, compiles and analyzes data
- Prepares reports of findings and analysis. May make recommendations to management for operational changes

MINIMUM QUALIFICATIONS

Bachelor's degree in Business or related field from an accredited college or university

AND

One year of experience related to area of assignment.

NOTE: An equivalent combination of education and job specific experience that provide the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
 State Parks & Historic Sites Division
 ATTN: Michelle Egan
 P.O. Box 1029
 Helen, GA 30545
Parks2@dnr.ga.gov

Open until filled

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***DNR Archaeologist – Henry County**

LOCATION	PHSD Headquarters						
DIVISION	Parks & Historic Sites Division						
POSITION #	00099914	JOB CODE	NRP032	PAYGRADE	J	ENTRY SALARY	\$42,569.36

*Official Title: Curator/Preservationist 3

JOB DESCRIPTION

The incumbent in this position serves as a State Lands Archaeologist within the Office of the State Archaeologist. Primary duties include archaeological review, survey, and monitoring prior to projects vital to DNR's mission of management and conservation of Georgia's natural and cultural resources. The successful applicant will triage, manage, and complete large numbers of small project requests. These projects will require both desktop review as well as field reconnaissance surveys primarily on state lands managed by the Wildlife Resources Division (WRD) and Park and Historic Sites Division (PHSD) throughout Georgia. Additional duties may include participation in occasional archaeological public outreach events, providing technical assistance and support to partner organizations, and assistance with DNR's NAGPRA compliance. This position will require occasional overnight travel with long days in remote locations. The incumbent will work closely with the other State Lands Archaeologist, WRD and PHSD staff, and the Georgia State Archaeologist.

MINIMUM QUALIFICATIONS

Bachelor's degree in Natural Resource Management, Environmental Science, Historical Preservation or a closely related field from an accredited college or university

AND

One year of experience in a directly related field.

OR

Two years of experience required at the lower level Curator/Preservationist 2 (NRP031) or position equivalent.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with a master's degree in archaeology, anthropology or a closely related field in combination with two (2) or more of the following qualifications:

- Two (2) or more years' experience in the Southeastern US.
- Familiarity with federal, state, and local historic preservation regulations.
- Demonstrated proficiency with GIS and GPS.
- Experience with public lands management and/or timber harvesting protocols.
- Experience preparing Section 106 reports and/or conducting Section 106 surveys.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
 State Parks & Historic Sites Division
 ATTN: Londa Moates
 2610 Highway 155, SW
 Stockbridge, GA 30281
parkshq@dnr.ga.gov

Open until filled

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Park / Historic Site Assistant Manager – Meriwether County

LOCATION	Little White House						
DIVISION	Parks & Historic Sites Division						
POSITION #	00099016	JOB CODE	NRP011	PAYGRADE	H	ENTRY SALARY	\$36,399.50

JOB DESCRIPTION

Under general supervision, plans and coordinates activities of a Georgia State Parks facility (state parks, historical sites, golf courses and/or lodges). Organizes, processes, and develops procedures to manage administrative aspects of park. This is the entry/training level of the Parks Facilities Management job series. Directs subordinate supervisors and staff.

Primary Duties & Responsibilities

- Answers inquiries pertaining to policies and services, and resolves occupants' complaints
- Collects payments and records data pertaining to funds and expenditures
- Conducts law enforcement activities in assigned areas and other locations as directed Coordinates activities and resolves problems
- Develops and implements a diverse and ongoing series of educational programs, workshops and special events
- Develops and maintains a program of protection and security for site visitors and facilities according to established procedures
- Maintains and manages facilities
- Markets and implements an ongoing program of interpretation, outdoor recreation, golf and public relations
- Observes and monitors to ensure efficient operations and adherence to facility's policies and procedures
- Oversees collection of all monies received for registrations, retail merchandise sales, or equipment/lodging rentals
- Oversees the ground maintenance
- Protects the natural, cultural, historical resources of the site
- Supervises assigned staff

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university.

OR

Associate degree from an accredited college or university

AND

Two years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

OR

Associate Degree from an accredited college or university

AND

Six months experience at a Georgia State Park and Historic Site, Manager in Training program.

OR

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Park/Historic Site Assistant Manager Continued

High School Diploma or GED

AND

Three years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
State Parks and Historic Sites Division
ATTN: Lisa Keener
2024 Newton Rd.
Albany, GA 31701
Parks5@dnr.ga.gov

Open until filled

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Park / Historic Site Assistant Manager – Barrow County

LOCATION	Fort Yargo State Park						
DIVISION	Parks & Historic Sites Division						
POSITION #	00099023	JOB CODE	NRP011	PAYGRADE	H	ENTRY SALARY	\$38,219.48

JOB DESCRIPTION

Under general supervision, plans and coordinates activities of a Georgia State Parks facility (state parks, historical sites, golf courses and/or lodges). Organizes, processes, and develops procedures to manage administrative aspects of park. This is the entry/training level of the Parks Facilities Management job series. Directs subordinate supervisors and staff.

Primary Duties & Responsibilities

- Answers inquiries pertaining to policies and services, and resolves occupants' complaints
- Collects payments and records data pertaining to funds and expenditures
- Conducts law enforcement activities in assigned areas and other locations as directed Coordinates activities and resolves problems
- Develops and implements a diverse and ongoing series of educational programs, workshops and special events
- Develops and maintains a program of protection and security for site visitors and facilities according to established procedures
- Maintains and manages facilities
- Markets and implements an ongoing program of interpretation, outdoor recreation, golf and public relations
- Observes and monitors to ensure efficient operations and adherence to facility's policies and procedures
- Oversees collection of all monies received for registrations, retail merchandise sales, or equipment/lodging rentals
- Oversees the ground maintenance
- Protects the natural, cultural, historical resources of the site
- Supervises assigned staff

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university.

OR

Associate degree from an accredited college or university

AND

Two years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

OR

Associate Degree from an accredited college or university

AND

Six months experience at a Georgia State Park and Historic Site, Manager in Training program.

OR

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Park/Historic Site Assistant Manager Continued

High School Diploma or GED

AND

Three years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

NOTE: The selected candidate must reside in housing provided. If not currently residing in DNR housing, the selected candidate will be required to pay 100% of residence utilities.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
State Parks & Historic Sites Division
ATTN: Michelle Egan
P.O. Box 1029
Helen, GA 30545
Parks2@dnr.ga.gov

The Deadline date to apply for this position is 10/27/23

[Return to the Vacant Position Listing](#)

Curator / Preservationist 1 – Chatham County

LOCATION	Wormsloe State Historic Site						
DIVISION	State Parks & Historic Sites Division						
POSITION #	00185264	JOB CODE	NRP030	PAYGRADE	H	ENTRY SALARY	\$35,338.70

JOB DESCRIPTION

Under supervision, plans, develops, and manages programs and exhibits to inform the public of forestry programs, or historical, natural, and scientific features of historical sites, state parks or museums. Carries out state and federal mandated preservation programs and preservation activities. Incumbents at this level may require additional training or experience to gain full proficiency in some or all of the job responsibilities.

Primary Duties & Responsibilities:

- Conducts and/or organize tours, workshops, and instructional sessions to acquaint consumers with program features and/or facilities
- Constructs historical, scientific, and nature related displays
- Coordinates the federal and state mandated laws and regulations as applied to the area
- Coordinates the research, survey, educational, habitat management and fundraising projects
- Develops and maintains the registration, cataloging and basic record-keeping systems
- Develops, researches, plans and organizes interpretive services and programs for Educational Forest, parks, and historic sites Works with Department of Education teachers
- Maintains the upkeep of the facilities, exhibits and artifacts
- Makes recommendations concerning maintenance and renovation projects
- Plans and organizes the acquisition, storage, and exhibition of collections and related materials
- Prepares and presents lectures and interpretative talks about forest programs and resources, park features and museum displays

MINIMUM QUALIFICATIONS

Bachelor's degree in Natural Resource Management, Environmental Science, Historical Preservation or a closely related field from an accredited college or university.

OR

High School diploma or GED

AND

One year of experience in a directly related field.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](mailto:Parks6@dnr.ga.gov) below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
 State Parks & Historic Sites Division
 ATTN: Sandra Harris
 1 Conservation Way
 Brunswick, GA 31520
Parks6@dnr.ga.gov

The Deadline date to apply for this position is 10/27/23

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Curator / Preservationist 1 – Meriwether County

LOCATION	Little White House						
DIVISION	Parks & Historic Sites Division						
POSITION #	00099009	JOB CODE	NRP030	PAYGRADE	H	ENTRY SALARY	\$35,338.70

JOB DESCRIPTION

Under supervision, plans, develops, and manages programs and exhibits to inform the public of forestry programs, or historical, natural, and scientific features of historical sites, state parks or museums. Carries out state and federal mandated preservation programs and preservation activities. Incumbents at this level may require additional training or experience to gain full proficiency in some or all of the job responsibilities.

Primary Duties & Responsibilities:

- Conducts and/or organize tours, workshops, and instructional sessions to acquaint consumers with program features and/or facilities
- Constructs historical, scientific, and nature related displays
- Coordinates the federal and state mandated laws and regulations as applied to the area
- Coordinates the research, survey, educational, habitat management and fundraising projects
- Develops and maintains the registration, cataloging and basic record-keeping systems
- Develops, researches, plans and organizes interpretive services and programs for Educational Forest, parks, and historic sites Works with Department of Education teachers
- Maintains the upkeep of the facilities, exhibits and artifacts
- Makes recommendations concerning maintenance and renovation projects
- Plans and organizes the acquisition, storage, and exhibition of collections and related materials
- Prepares and presents lectures and interpretative talks about forest programs and resources, park features and museum displays

MINIMUM QUALIFICATIONS

Bachelor's degree in Natural Resource Management, Environmental Science, Historical Preservation or a closely related field from an accredited college or university.

OR

High School diploma or GED

AND

One year of experience in a directly related field.

NOTE: Applicants that previously applied for this position with a deadline date of 7/17/23 are still being considered and do not need to re-apply.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
 State Parks & Historic Sites Division
 ATTN: Lisa Keener
 2024 Newton Rd.
 Albany, GA 31701
Parks5@dnr.ga.gov

Open until filled

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Parks Maintenance Technician 3 – Ware County

LOCATION	Laura Walker State Park						
DIVISION	Parks & Historic Sites Division						
POSITION #	00184958	JOB CODE	NRT032	PAYGRADE	G	ENTRY SALARY	\$33,672.14

JOB DESCRIPTION

Under broad supervision, plans and/or implements the maintenance programs for parks, museums, recreation facilities, or golf courses. Assists in management of park facilities. Supervises and plans work of assigned staff.

Primary Duties & Responsibilities:

- Performs job responsibilities with minimal supervision
- Serves as job expert or organization resource in assigned areas
- Supervises and plans work of assigned staff
- Assists in provision of park programs and recreation activities
- Assists with fertilization and application of herbicides and other necessary treatment programs
- Assists with landscaping, planting, and erosion control
- Collects fees, direct traffic as required
- Maintain inventory; keep related records in accordance with the applicable policies and procedures
- Makes recommendations and initiates repairs, maintenance, and/or renovations of structures, grounds, facilities, roads, and other physical features of area
- Performs various maintenance responsibilities of shelters, water systems and all park grounds and buildings
- Prepares and maintains a maintenance schedule
- Provides assistances to park/golf course guests as needed
- Repairs and maintains motorized and mechanical equipment and all other equipment as necessary

MINIMUM QUALIFICATIONS

Vocational/Technical degree in a related field from an accredited college

AND

One year of experience in a related area.

OR

High school diploma or GED

AND

Two years of experience in general building, park or golf course maintenance that involved general repairs, building maintenance and ground maintenance.

OR

One year of experience required at the lower level Parks Maintenance Technician 2 (NRT031) or position equivalent.

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Parks Maintenance Technician 3 Continued

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
State Parks and Historic Sites Division
ATTN: Sandra Harris
1 Conservation Way
Brunswick, GA 31520
Parks6@dnr.ga.gov

The Deadline date to apply for this position is 10/27/23

Parks Maintenance Technician 2 – Henry County

LOCATION	Panola Mountain State Park						
DIVISION	Parks & Historic Sites Division						
POSITION #	00098924	JOB CODE	NRT031	PAYGRADE	F	ENTRY SALARY	\$31,322.01

JOB DESCRIPTION

Under general supervision, plans, and/ or implements the maintenance programs for parks, museums, recreation facilities. May assist in management of park facilities.

Primary Duties & Responsibilities:

- Supervises and plans work of assigned staff
- Assists in provision of park programs and recreation activities
- Assists with fertilization and application of herbicides and other necessary treatment programs
- Assists with landscaping, planting, and erosion control
- Collects fees, direct traffic as required
- Maintain inventory; keep related records in accordance with the applicable policies and procedures
- Makes recommendations and initiates repairs, maintenance, and/or renovations of structures, grounds, facilities, roads, and other physical features of area
- Performs various maintenance responsibilities of shelters, water systems and all park grounds and buildings
- Prepares and maintains a maintenance schedule
- Provides assistances to park guest as needed
- Repairs and maintains motorizes and mechanical equipment and all other equipment as necessary

MINIMUM QUALIFICATIONS

Vocational/Technical degree in a related field from an accredited college.

OR

High school diploma or GED

AND

One year of experience in general building, park or golf course maintenance that involved general repairs, building maintenance and ground maintenance.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
 State Parks and Historic Sites Division
 ATTN: Michelle Egan
 P.O. Box 1029
 Helen, GA 30545
Parks2@dnr.ga.gov

Open until filled

[Return to the Vacant Position Listing](#)

Administrative Support 3 – White County

LOCATION	Region 2 Office – Helen						
DIVISION	Parks & Historic Sites Division						
POSITION #	00185246	JOB CODE	GSS082	PAYGRADE	E	ENTRY SALARY	\$29,077.93

JOB DESCRIPTION

Under broad supervision, performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment.

Primary Duties & Responsibilities:

- Completes tasks and assignments associated with administrative support functions (i.e., licensure, personnel, purchasing, records management, inventory, or similar function)
- Provides clerical support such as incidental typing, filing, ordering supplies, and sorting mail
- Provides clerical support with assigned functional area (i.e., processing/transactions, review of applications, scheduling training, scheduling facilities maintenance, reconciling financial records, assessing/collecting fees for a program, generating rep
- Provides general clerical support to an office, to include such tasks as data entry/maintenance, copying/distributing documents and materials, maintaining record-keeping, and filing systems, etc.
- Provides secretarial and administrative support to an upper-level manager
- Uses independent judgment and initiative to perform administrative, clerical, and secretarial duties in support of an individual employee or group of employees
- May serve as a lead worker
- May train subordinate staff in proper procedures of day-to day operations
- Performs job responsibilities with minimal supervision

MINIMUM QUALIFICATIONS

High school diploma or GED

AND

Four years of progressively complex office or administrative experience.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address **highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources
 State Parks & Historic Sites Division
 ATTN: Michelle Egan
 P.O. Box 1029
 Helen, GA 30545
Parks2@dnr.ga.gov

Open until filled

[Return to the Vacant Position Listing](#)

Administrative Support 1/2/3 – Cook County

LOCATION	Reed Bingham State Park						
DIVISION	Parks & Historic Sites Division						
POSITION #	00099025	JOB CODE	GSS080	PAYGRADE	C	ENTRY SALARY	\$27,904.00
			GSS081		D		\$28,008.52
			GSS082		E		\$29,077.93

Based on education and experience, the selectee will be hired into one of the above-mentioned job codes.

JOB DESCRIPTION

Under broad supervision, performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment.

MINIMUM QUALIFICATIONS

GSS080- Administrative Support 1

High school diploma or GED

AND

Ability to perform basic office functions and computer related duties.

GSS081- Administrative Support 2

High school diploma or GED

AND

Two years of general office or administrative experience.

GSS082- Administrative Support 3

High school diploma or GED

AND

Four years of progressively complex office or administrative experience.

NOTE: Applicants that previously applied for this position from the DNR Vacancy Announcement with a closing date of 05/05/23 must re-apply to be considered for this position.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address **highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources
 State Parks and Historic Sites Division
 ATTN: Lisa Keener
 2024 Newton Rd.
 Albany, GA 31701
Parks5@dnr.ga.gov

Open until filled

[Return to the Vacant Position Listing](#)

Food Service Worker 3 – McIntosh County

LOCATION	Reynold's Mansion on Sapelo Island						
DIVISION	Parks & Historic Sites Division						
POSITION #	00185547	JOB CODE	FFS012	PAYGRADE	C	ENTRY SALARY	\$27,904.00

JOB DESCRIPTION

Works in the preparation, cooking, serving and distribution of food to customers, clients and/or employees. Operates and maintains specialized food service equipment and performs general facility and equipment sanitation maintenance in accordance with federal, state, and department guidelines. Serves as lead worker.

Primary Duties & Responsibilities:

- Performs job responsibilities with minimal supervision
- Cleans work areas, equipment, utensils, dishes, and silverware
- Cleans, peels, slices and trims foodstuffs using manual and electric appliances
- Conducts or assists with food supply requisitions and sanitation and maintenance inspections
- Coordinates the daily work schedule of cashiers with the cafeteria manager
- Monitors the cash registers and cashier's breaks
- Observes safety, sanitation and health rules and standards
- Portions food or places it directly on plates for service to facility residents, employees or patrons and packages takeout foods
- Prepares foods
- Receives payment for food items
- Replenishes supplies of food, condiments, and equipment at steam tables and service bars
- Serves as a lead worker to assigned food service workers
- Stores food in designated containers and storage areas to prevent spoilage
- Takes customers' orders and serves customers
- Trains workers in food preparation, and in service, sanitation, and safety procedures
- Unpacks and stores supplies, raw and prepared food products

MINIMUM QUALIFICATIONS

High school diploma or GED

AND

One year of experience in the area of assignment.

OR

One year of experience at the lower-level Food Service Worker 2 (FFS011) or position equivalent.

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[*Return to the Vacant Position Listing*](#)

Food Service Worker 3 Continued

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
State Parks and Historic Sites Division
ATTN: Sandra Harris
1 Conservation Way
Brunswick, GA 31520
Parks6@dnr.ga.gov

Open until filled

[Return to the Vacant Position Listing](#)

Groundskeeper 1/2/3 – Elbert County

LOCATION	Richard B. Russell State Park						
DIVISION	Parks & Historic Sites Division						
POSITION #	00185446	JOB CODE	FES030	PAYGRADE	A	ENTRY SALARY	\$27,696.00
			FES031		B		\$27,800.00
			FES032		C		\$27,904.00

Based on experience, the selectee will be hired into one of the above-mentioned job codes.

JOB DESCRIPTION

Under general supervision, maintains grounds in an attractive and orderly condition by trimming lawns, removing leaves and debris and other related duties. Operates and maintains ground equipment as necessary.

Primary Duties & Responsibilities:

- Cares for established lawns
- Decorates gardens with stones and plants
- Disposes of trash and debris
- Hauls or spreads topsoil, and spreads straw over seeded soil to hold soil in place
- Makes improvements to walks, lanes, sheds, and benches, including painting and minor repairs
- Mixes and sprays or spreads fertilizers, herbicides, or insecticides onto grass, shrubs, and trees, using hand or automatic sprayers or spreaders
- Mows and edges lawns, using power mowers and edgers
- Plant seeds, bulbs, foliage and applies mulch for protection, using gardening tools
- Provides preventive maintenance pertaining to grounds area and/or state cemeteries or park facilities

MINIMUM QUALIFICATIONS

FES030 – Groundskeeper 1

Valid driver's license.

FES031 – Groundskeeper 2

Six months of related experience

AND

Valid driver's license.

FES032 – Groundskeeper 3

One year of related experience

AND

Valid driver's license.

OR

One year of experience at the lower-level Groundskeeper 2 (FES031) or position equivalent.

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Groundskeeper 1/2/3 Continued

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address **highlighted** below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
State Parks & Historic Sites Division
ATTN: Michelle Egan
P.O. Box 1029
Helen, GA 30545
Parks2@dnr.ga.gov

The Deadline date to apply for this position is 10/30/23

Groundskeeper 1/2/3 – Morgan County

LOCATION	Hard Labor Creek State Park						
DIVISION	Parks & Historic Sites Division						
POSITION #	00185343	JOB CODE	FES030	PAYGRADE	A	ENTRY SALARY	\$27,696.00
			FES031		B		\$27,800.00
			FES032		C		\$27,904.00

Based on experience, the selectee will be hired into one of the above-mentioned job codes.

JOB DESCRIPTION

Under general supervision, maintains grounds in an attractive and orderly condition by trimming lawns, removing leaves and debris and other related duties. Operates and maintains ground equipment as necessary.

Primary Duties & Responsibilities:

- Cares for established lawns
- Decorates gardens with stones and plants
- Disposes of trash and debris
- Hauls or spreads topsoil, and spreads straw over seeded soil to hold soil in place
- Makes improvements to walks, lanes, sheds, and benches, including painting and minor repairs
- Mixes and sprays or spreads fertilizers, herbicides, or insecticides onto grass, shrubs, and trees, using hand or automatic sprayers or spreaders
- Mows and edges lawns, using power mowers and edgers
- Plant seeds, bulbs, foliage and applies mulch for protection, using gardening tools
- Provides preventive maintenance pertaining to grounds area and/or state cemeteries or park facilities

MINIMUM QUALIFICATIONS

FES030 – Groundskeeper 1

Valid driver's license.

FES031 – Groundskeeper 2

Six months of related experience

AND

Valid driver's license.

FES032 – Groundskeeper 3

One year of related experience

AND

Valid driver's license.

OR

One year of experience at the lower-level Groundskeeper 2 (FES031) or position equivalent.

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Groundskeeper 1/2/3 Continued

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address **highlighted** below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
State Parks & Historic Sites Division
ATTN: Denise White
1463 Knox Chapel Rd.
Social Circle, GA 30025
Parks4@dnr.ga.gov

The Deadline date to apply for this position is 10/30/23

[Return to the Vacant Position Listing](#)

Wildlife Resources Division Vacancies

Wildlife Technician Supervisor – Dougherty County

This position is open to current DNR Employees

LOCATION	Game Management – Albany						
DIVISION	Wildlife Resources Division						
POSITION #	00100703	JOB CODE	NRT013	PAYGRADE	K	ENTRY SALARY	\$50,063.23

JOB DESCRIPTION

Under general supervision, supervises associates and implements maintenance duties on Albany Nursery, Chickasawhatchee, Cordele Fish Hatchery Waterfowl Impoundment, Elmodel, Flint River, Hannahatchee, Lanahassee, and Walter F. George Wildlife Management Areas (WMAs). This supervision involves performance evaluations, developing, implementing and overseeing completion of work plans, coordinating equipment needs and movements and day-to-day supervision of the associates assigned to these WMAs. This position assists biologists and the region supervisor with developing hunting regulations and developing long-term management goals for these WMAs. This position is responsible for handling complex nuisance alligator, deer and other wildlife issues region wide on a rotational basis, serves on disaster relief teams and assisting with data collection for various wildlife research and survey projects.

MINIMUM QUALIFICATIONS

Bachelor's degree in Wildlife Management or a related field from an accredited college or university

AND

Four years of experience required at the lower-level Wildlife Technician 2 (NRT011) or position equivalent.

OR

Bachelor's degree in Wildlife Management or a related field from an accredited college or university

AND

One year of experience required at the lower-level Wildlife Technician 3 (NRT012) or position equivalent.

OR

Associate's degree or equivalent coursework (90 quarter hours or 60 semester hours) in Wildlife Management or a related field from an accredited college or university

AND

Five years of experience required at the lower-level Wildlife Technician 2 (NRT011) or position equivalent.

OR

Associate's degree or equivalent coursework (90 quarter hours or 60 semester hours) in Wildlife Management or a related field from an accredited college or university

AND

Two years of experience required at the lower-level Wildlife Technician 3 (NRT012) or position equivalent.

OR

High school diploma or GED

AND

Six years of experience required at the lower-level Wildlife Technician 2 (NRT011) or position equivalent.

OR

High school diploma or GED

AND

Three years of experience required at the lower-level Wildlife Technician 3 (NRT012) or position equivalent.

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Wildlife Technician Supervisor Continued

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- An Associate's Degree or Higher in Game/Wildlife Management
- Employment History in Wildlife Management
- Current DNR/WRD Personnel
- Heavy Equipment, mechanical, plumbing, electrical and/or carpentry experience
- Previous supervisory experience

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](mailto:WRD.careers@dnr.ga.gov) below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Office of Human Resources
ATTN: Recruitment and Selection
2067 US Hwy, 278, SE
Social Circle, GA 30025
WRD.careers@dnr.ga.gov

The Deadline date to apply for this position is 10/19/23

Wildlife Technician 2 – Emanuel County

LOCATION	Ohoopsee Dunes WMA						
DIVISION	Wildlife Resources Division						
POSITION #	00214398	JOB CODE	NRT011	PAYGRADE	I	ENTRY SALARY	\$39,418.30

JOB DESCRIPTION

The Wildlife Tech 2 will assist with restoration efforts on Ohoopsee Dunes WMA and other WMAs in the Fort Stewart-Altamaha Significant Geographic Area for longleaf pine. This work will include conducting habitat management that will benefit game and nongame species, rare species, and natural communities. The primary duty station will be Ohoopsee Dunes WMA in Emanuel County, near Swainsboro, but extended periods of travel with a seasonal fire crew will be required. The Wildlife Tech 2 will coordinate activities with other WRD staff and Interagency Burn Team partners. Primary responsibilities include prescribed fire planning and implementation, leading a seasonal fire crew, assisting with fire training, conducting habitat assessments on newly acquired tracts, controlling invasive species, assisting with timber management operations, carrying out gopher tortoise habitat restoration and monitoring, reporting on the progress of restoration efforts, contributing to strategic management plans, and operating and maintaining tools and equipment for habitat management.

MINIMUM QUALIFICATIONS

Associate's degree or equivalent coursework (90 quarter hours or 60 semester hours) in Wildlife Management or related field from an accredited college or university.

OR

High school diploma or GED

AND

Two years of experience in the Wildlife Resources Division as a Wildlife Technician 1 (NRT010) or position equivalent.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Two or more years experience in prescribed fire, forestry, and/or wildlife management
- Experience with prescribed fire, including firebreak prep, planning, burn operations, and post burn monitoring
- Experience in prescribed fire leadership, with the ability to attain Single Resource Boss in Wildland Firefighter status (NWCG qualifications including arduous pack test), ability to attain Certified Georgia Burner status, and demonstrated ability to lead a prescribed fire crew
- Experience with longleaf pine ecosystem restoration and ecological forestry practices, including knowledge of plant and animal species associated with the natural communities in the coastal plain of Georgia
- Experience with management of game and nongame wildlife (including rare plant and animal species), habitat management plan development, GIS, and GPS-enabled mapping programs
- Experience using and maintaining chainsaws, fire equipment, ATVs and UTVs, and heavy equipment used in habitat management

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Wildlife Technician 2 Continued

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](mailto:WRD.careers@dnr.ga.gov) below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Office of Human Resources
ATTN: Recruitment and Selection
2067 US Hwy, 278, SE
Social Circle, GA 30025
WRD.careers@dnr.ga.gov

The Deadline date to apply for this position is 10/30/23

Customer Service Representative 1/2 – Walton County

LOCATION	License and Boat Registration Unit						
DIVISION	Wildlife Resources Division						
POSITION #	00100708	JOB CODE	GST120	PAYGRADE	F	ENTRY SALARY	\$30,420.42
			GST121		G		\$32,762.45

Based on education and experience, the selectee will be hired into one of the above-mentioned job codes.

JOB DESCRIPTION

Works and communicates with the general public, internal customers and/or external customers to provide information and services to meet customer expectations for recreational hunting and fishing licenses, commercial licenses, and boat registrations provided by the State of Georgia. Must have knowledge of license and registration requirements and have the ability to listen, understand and communicate with others to effectively convey this information verbally and in writing to customers. Must interpret, display and maintain information; must analyze problems and resolve issues; must have knowledge of principles and processes used to provide license and boat registration services including use of various electronic computer programs specific to licenses and boat registration (including GoOutdoorsGeorgia), Microsoft Office (including Word, and Excel), email programs, and more. Must maintain logs and records of unit activities for license and registration sales, work hours, leave and other data.

MINIMUM QUALIFICATIONS

GST120 – Customer Service Representative 1

High school diploma or GED

AND

Six months of experience handling customer's questions, complaints and/or providing information.

GST121 – Customer Service Representative 2

High school diploma or GED

AND

Completion of 90 quarter hours (60 semester hours) at an accredited college or university.

OR

One year of experience in a customer service setting communicating information.

OR

One year of experience required at the lower level Customer Service Representative 1 (GST120) or position equivalent.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with the following:

- Current employment with the Georgia Department of Natural Resources
- One year of work experience balancing a cash drawer
- Six months of work experience with the Georgia Department of Natural Resources selling recreational hunting and fishing licenses or commercial licenses
- An Associate's Degree or higher from an accredited college or university
- One year of work experience at a call center with heavy call volume

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Customer Service Representative 1/2 Continued

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](#) below or mail a completed DNR Application for Employment to the following address:

NOTE: Applicants that previously applied for this position, with a deadline date of 9/26/23, are still being considered and do not need to re-apply.

Georgia Department of Natural Resources
Office of Human Resources
ATTN: Recruitment and Selection
2067 US Hwy, 278, SE
Social Circle, GA 30025
WRD.careers@dnr.ga.gov

The Deadline date to apply for this position is 10/27/23

Environmental Protection Division Vacancies

Database Analyst 2 – Tift County

LOCATION	Watershed Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	TBD	JOB CODE	ITP131	PAYGRADE	J	ENTRY SALARY	\$41,289.83

JOB DESCRIPTION

This position is located in the Watershed Protection Branch - Water Supply - Agricultural Permitting Unit located in Tifton, Georgia. The position will under general supervision design, implement, and maintain moderately complex databases. This position will also provide maintenance of database dictionaries and integration of systems through database design, will assist in the implementation of standards and procedures to ensure data is managed consistently and properly integrated within the EPD APU data warehouse, will assist in the development, enhancement and maintenance of multiple datasets, will review datasets for consistency, completeness and accuracy and update as new information is attained, and assist in the regular report running schedule and process.

MINIMUM QUALIFICATIONS

Bachelor's degree in a related field from an accredited college or university

AND

Four years of related experience.

OR

Two years of experience at the lower level Database Analyst 1 (ITP130) or position equivalent.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Familiarity with EPD operations
- Skill to multi-task in a fast-paced work environment
- Proficiency with Microsoft Office applications: Word, Excel, Teams, and Outlook
- Experience using MS Access, including creating queries and forms
- Experience using ArcGI

Application Instructions:

Applications must be received through Team Georgia Careers at <http://team.georgia.gov/careers/>. Enter job number:INF02B0 in the "Start your job search" box or [click here](#).

The Deadline date to apply for this position is 10/27/23

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Environmental Compliance Specialist 1/2/3 – Fulton County

LOCATION	Watershed Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	TBD	JOB CODE	RCP020	PAYGRADE	H	ENTRY SALARY	\$40,000.00
			RCP021		J		\$44,000.00
			RCP022		K		\$48,000.00

Based on education and experience, the selectee will be hired into one of the above-mentioned job codes.

JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division (EPD) - Watershed Protection Branch - Watershed Compliance Program - Drinking Water Compliance Unit. The incumbent to this position will be responsible for assigned tasks to include: Rule management for one or more Safe Drinking Water Act Rules; use Safe Drinking Water System (SDWIS) database to monitor and determine Water Systems' compliance with Rules; initiate timely enforcement actions as appropriate for the violations, follow up to ensure that affected Water Systems have returned to compliance; and provide technical information to the regulated community and the general public as needed. The ideal candidate will display strong interpersonal, verbal, and written communication skills with the ability to communicate effectively with internal and external customers, be self-motivated, hard-working and display leadership skills.

MINIMUM QUALIFICATIONS

RCP020 – Environmental Compliance Specialist 1

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited college or university.

RCP021 – Environmental Compliance Specialist 2

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited college or university

AND

Two years of professional experience in environmental protection.

OR

One year of experience at a level equivalent to an Environmental Compliance Specialist 1 (RCP020) or position equivalent.

RCP022 – Environmental Compliance Specialist 3

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited college or university

AND

Three years of professional experience in environmental protection.

OR

One year of experience at a level equivalent to an Environmental Compliance Specialist 2 (RCP021) or position equivalent.

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Environmental Compliance Specialist 1/2/3 Continued

PREFERRED QUALIFICATIONS

Preference may be given to applicants with the following experience:

- State and federal rules and regulations
- Working in an environmental profession
- Familiarity with state and federal drinking water rules and regulation

Application Instructions:

Applications must be received through Team Georgia Careers at <http://team.georgia.gov/careers/>. Enter job number in the “Start your job search” box or [click here](#).

The Deadline date to apply for this position is 10/25/23

Communications Specialist 1/2/3 – Fulton County

LOCATION	Watershed Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00101363	JOB CODE	GSP040	PAYGRADE	H	ENTRY SALARY	\$35,338.70
			GSP041		I		\$39,418.30
			GSP042		K		\$46,038.32

Based on education and experience, the selectee will be hired in one of the above- mentioned job codes.

JOB DESCRIPTION

This position is in the Georgia Environmental Protection Division (EPD) – Water Protection Branch –Atlanta, Georgia. The responsibility of the Communications & Outreach Specialist is to coordinate Georgia Adopt-A-Stream, Georgia’s volunteer water quality monitoring program. The coordinator is responsible for organizing and leading training workshops; developing, updating and distributing outreach materials including water monitoring training manuals and newsletters; marketing and promotion; grant preparation and reporting; maintaining the volunteer water quality monitoring database and program website; conducting water quality data analysis and reports; leading advisory board meetings and our network of statewide trainers and community coordinator meetings; and coordinating the annual volunteer conference. The appropriate candidate must have a strong aquatic science background and possess excellent leadership, communication, writing and organizational skills. This position requires fieldwork, lifting moderate to heavy equipment and supplies, canoe and kayak experience, trailering boats, extensive travel throughout Georgia, and work in the evenings and weekends.

MINIMUM QUALIFICATIONS

GSP040 – Communications Specialist 1

Bachelor's degree in communications or a related field from an accredited college or university.

OR

Three years of communications or related experience.

GSP041 – Communications Specialist 2

Bachelor's degree in communications or a related field from an accredited college or university

AND

One year of communications or related experience.

OR

Four years of communications or related experience.

OR

One year of experience required at the lower-level Communications Specialist 1 (GSP040) or position equivalent.

GSP042 – Communications Specialist 3

Bachelor's degree in communications or a related field from an accredited college or university

AND

Two years of communications or related experience.

OR

Five years of communications or related experience.

OR

One year of experience required at the lower-level Communications Specialist 2 (GSP041) or position equivalent.

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Communications Specialist 1/2/3 Continued**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with the following experience:

- Coordinating environmental outreach programs similar to Georgia Adopt-A-Stream
- Strong event coordination skills
- Volunteer water quality monitoring experience
- Strong writing and communication skills
- Strong technical skills such as database management, GIS, web development
- Strong understanding of aquatic ecology, familiarity with nonpoint source pollution and prevention techniques

Application Instructions:

Applications must be received through JobsAtEPD@dnr.ga.gov Attention: Riquita

The Deadline date to apply for this position is 12/31/23

Environmental Compliance Specialist 1 – Tift County

LOCATION	Watershed Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00101402	JOB CODE	RCP020	PAYGRADE	H	ENTRY SALARY	\$40,000.00

JOB DESCRIPTION

This position is responsible for Monitor ambient water quality of lakes, streams and estuaries; conduct biological assessments of macroinvertebrates and periphyton; measure stream flows, analyze water quality data; prepare reports; and participate in National Aquatic Resource Surveys; assist with complaint investigations; and participate in intensive water quality/hydrologic studies. This is a field position and work often requires long hours in outdoors under extreme weather conditions. Must be able to carry 60 lbs. of gear and equipment. Ability to communicate technical information effectively with management, staff and general public.

MINIMUM QUALIFICATIONS

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited college or university.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Degree or coursework in aquatic ecology, limnology, hydrology, and/or watershed science
- Familiarity with water quality and biological monitoring methodology
- Experience with analyzing aquatic environmental and biological data Experience operating/trailing boats up to 25 ft in lake environments
- Proficient with MS Office

Application Instructions:

Applications must be received through Team Georgia Careers at <http://team.georgia.gov/careers/>. Enter job number REG03GI in the “Start your job search” box or [click here](#).

The Deadline date to apply for this position is 10/24/23

Natural Resources Program Worker – Fulton County

LOCATION	Land Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00190456	JOB CODE	T1302	PAYGRADE	SH1	Hourly Rate	\$15.00

JOB DESCRIPTION

This position is located at the Land Protection Branch's Towers Office. The incumbent in this position will assist with preparing files for archiving at the records center and will also be converting files into new folders and assisting with the filing of documents in the file room. This position will also provide general administrative support including answering the phone, data entry, filing, etc. Other duties of this position include but are not limited to the following:

- Organizing and archiving records and documents
- Making copies of paperwork and distributing as needed
- Retrieving data and files for other departments and personnel
- Organizing paper and electronic records by the use of alphabetical and numerical systems
- Creating new files and providing needed information on forms and reports
- Securing and protecting the privacy of documents

MINIMUM QUALIFICATIONS

High school diploma or GED

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- 1+ years' experience with file management or work experience in similar position
- Proficient with using computers, and MS Office Word and Excel
- Proficient with using photocopy and facsimile machines
- Excellent verbal and written communication skills
- Demonstrated ability to prioritize work and succeed in a deadline driven environment

NOTE: This position is temporary/part-time working no more than 29-hours per week and is based on a special file room project that is anticipated to last 1 year with the possibility of being extended beyond 1 year. Once the duration of this project is complete, this position will be dissolved. If there are any other vacancies within this unit once this position is dissolved, there may be an option to convert to full-time/permanent, however, this is not a guarantee.

Application Instructions:

Applications must be received through Team Georgia Careers at [Team Georgia Careers - Jobs](#). Enter job number ADM0G3S in the "Start your job search" box or [click here](#).

The Deadline date to apply for this position is 10/25/23

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EPD Continuous Recruitment

The Environmental Protection Division (EPD) continuously recruits for The Environmental Protection Division (EPD) continuously recruits for Environmental Engineers, Environmental Compliance Specialists, Geologists and Lab Scientists. For more information on positions and to apply, [click here](#). Current opportunities include the following:

ENVIRONMENTAL ENGINEER

- Air Protection Branch / Compliance Unit / Clayton County, Atlanta
- Air Protection Branch / Air Toxics Unit / Clayton County, Atlanta
- Air Protection Branch / VOC/Combustion Unit / Clayton County, Atlanta
- Watershed Protection Branch / Municipal Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / Water Quality Modeling Unit / Fulton County, Atlanta
- Watershed Protection Branch / Industrial Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / TMDL Modeling & Development Unit / Fulton County, Atlanta
- Watershed Protection Branch / Safe Dams Unit / Fulton County, Atlanta
- Watershed Protection Branch / Floodplain Unit / Fulton County, Atlanta
- Land Protection Branch/ Voluntary Remediation Unit/ Fulton County, Atlanta
- Land Protection Branch/ Brownfield Unit/ Fulton County, Atlanta

ENVIRONMENTAL COMPLIANCE SPECIALIST

- Air Protection Branch / Compliance Unit / Clayton County, Atlanta
- Watershed Protection Branch /Wetlands Unit / Fulton County, Atlanta
- Watershed Protection Branch / Industrial Stormwater / Fulton County, Atlanta
- Watershed Protection Branch/Municipal Stormwater/Fulton County, Atlanta
- Watershed Protection Branch / Drinking Water Program / Fulton County, Atlanta
- Watershed Protection Branch / Ambient Monitoring Unit / Fulton County, Atlanta
- Watershed Protection Branch / Industrial Permitting Unit / Fulton County, Atlanta
- District Office / Northeast / Clarke County, Athens
- District Office / Coastal / Glynn County, Brunswick
- District Office / South West / Dougherty County, Albany

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EPD Continuous Recruitment Continued

District Office / West Central / Bibb County, Macon

District Office / Mountain / Clayton County, Atlanta

District Office / Mountain / Bartow County, Cartersville

District Office / East Central / Richmond County, Augusta

District Office / Emergency Response Team / Statewide

GEOLOGIST

Land Protection Branch/Department of Defense/Fulton County, Atlanta

Land Protection Branch/ Brownfield Unit/ Fulton County, Atlanta

Land Protection Branch/Response Development Unit 2/Fulton County, Atlanta

LABORATORY SCIENTIST

Laboratory Operations/Gwinnett County, Norcross

Applicants need not apply to each specific vacancy listed above. By applying to a specific job title and branch, you are applying to a pool and you will be considered for all vacancies within that job series in the specified branch. Candidates who meet minimum entry qualifications will be contacted further with specific job information.