

MDEQ JOB ANNOUNCEMENT



The Human Resources Office is accepting applications for the following job vacancy in the Office of Pollution Control

Position: Environmental Administrator II
PIN: 5621
Starting Salary: \$51,662.83
Location: Waste Division – Grants Management/Management Support Branch

Minimum Qualifications:

A Master's Degree from an accredited four-year college or university in a field of atmospheric sciences, biological sciences, business administration, chemical sciences, engineering, environmental science, environmental technology, geography, geological sciences, hydrology, mathematical sciences, or public administration;

AND

Six (6) years of experience related to the described duties.

OR

A Bachelor's Degree from an accredited four-year college or university in a field of atmospheric sciences, biological sciences, business administration, chemical sciences, engineering, environmental science, environmental technology, geography, geological sciences, hydrology, mathematical sciences, or public administration;

AND

Seven (7) years of experience related to the described duties.

Primary Functions:

1. Administer the local government solid waste assistance grants programs, including the budgeting of grant funds, review of grant applications and development of award recommendations, processing of grant awards, review of requests for payments, communications on grant conditions, deadlines, etc.
2. Administer the local government waste tire assistance grants programs, the review of grant applications, development and processing of grant awards, review of requests for payments, coordination with waste tire program staff on awards, communication with grantees on conditions, deadlines, policies, etc.
3. Administer the local government solid waste planning grant program, including budgeting of funds, review of grant applications, development and processing of grant awards, review of requests for payment coordination with solid waste planning staff on awards and plan development, communication with grantees on conditions, deadlines, policies, etc.
4. Provide administrative support as needed to other Waste Division Grant and assistance programs including waste tire incentive grants, recycling cooperative grants, waste tire abatement program, and nonhazardous solid waste corrective action trust fund.
5. Administer management support functions for the waste division including oversight of supplies, purchasing needs, equipment needs, copier maintenance, budgeting assistance, inventory management, travel coordination and assistance, and other management support functions needed for the Waste Division staff.