

# MDEQ JOB ANNOUNCEMENT



**Position:** Program Specialist I

**PIN:** 4029

**Starting Salary:** \$29,683.99

**Location:** Groundwater Assessment and Remediation

**Minimum Qualifications:**

Typically requires a Bachelor's degree and 0-2 years of experience.

**Primary Functions:**

1. Provides assistance and information to MDEQ personnel and the general public for general UST information and GARD information.
- 2.Coordinates program/project development and implementation with MDEQ Administrative Services and GARD for purchasing, inventory management, travel, and other projects as needed.
3. Provides supervisory, technical, and administrative support to GARD staff for document imaging, filing, and coordinating/supervising records retention with Public Records.
4. Promotes public information through mass mailings for CAP, annual UST fees, Certified Contractor Program, Registration, and any necessary GARD conferences.
5. Conducts application review and approval, requests for information for UST Certified Contractor Program, Brownfield Environmental Consultants, and ERACs along with testing, as required.
6. Performs special duties as needed.