

MDEQ JOB ANNOUNCEMENT



Position: Environmental/Natural Resources Specialist Team Lead

PIN: 5650

Starting Salary: \$56,862.75

Location: Office of Restoration-Program Compliance

Minimum Qualifications:

A Master's Degree from an accredited four-year college or university in a field of Agronomy, Atmospheric Sciences, Biochemistry, Biological Sciences, Business Administration, Chemistry, Earth System Science, Engineering, Environmental Biology, Environmental Health, Environmental Science, Environmental Technology, Forest Management, Forestry, General Science, Geography, Geology, Geosciences, Horticulture, Hydrology, Marine Biology, Marine Science, Mathematics, Meteorology, Microbiology, Molecular Biology, Natural Resource and Environmental Conservation, Polymer Science and Engineering, Public Administration, Wildlife Fisheries and Aquaculture, and Wildlife Management.

AND

Five (5) 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 Agronomy, Atmospheric Sciences, Biochemistry, Biological Sciences, Business Administration, Chemistry, Earth System Science, Engineering, Environmental Biology, Environmental Health, Environmental Science, Environmental Technology, Forest Management, Forestry, General Science, Geography, Geology, Geosciences, Horticulture, Hydrology, Marine Biology, Marine Science, Mathematics, Meteorology, Microbiology, Molecular Biology, Natural Resource and Environmental Conservation, Polymer Science and Engineering, Public Administration, Wildlife Fisheries and Aquaculture, and Wildlife Management.

AND

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

Primary Functions:

- Conducts all monthly update calls with sub-recipients.
- Coordinates with contractors and sub-recipients to resolve any issues or requests.
- Prepares:

- Justification for and modifications to contracts
- Work orders for contracts
- Justification for creation and modification of sub-awards
- Conducts primary reviews for:
 - Contractor invoices
 - Sub-recipient pay applications
 - DEQ invoices/reimbursement requests
 - Contractor Change Orders
 - Contractor and recipient contracts with third parties