

**MoDNR Job Bulletin**  
**January 3, 2018**

Vacancy Title: **Environmental Specialist I/II/III**  
Position Number: 4120092  
County: Cole  
Division/Program: Division of Environmental Quality / Water Protection Program  
Salary: Semi-Monthly  
I - \$1,274.00 - 1,460.00 (Range 18, Step D-L)  
II - \$1,485.00 - 1,684.00 (Range 22, step E-L)  
III - \$1,716.00 - 1,958.00 (Range 26, step E-L)  
\*In case of promotion within DNR, salary will be at least one step more than present salary.  
Posting Period: January 3, 2018 – January 12, 2018

Additional information specific to DNR position 4120092

Job Duties:

- This position is responsible for administering Clean Water State Revolving Fund loans and grants. In addition, this position may also help administer rural sewer grants, Small Community Engineering Assistance Program grants, direct loans, and small borrower loans. This position is a project coordinator for primarily wastewater projects.
- Responsibilities include, but are not limited to:
  - Network with other state and federal agencies as appropriate (such as Department of Economic Development – Community Development Block Grant, and United States Department of Agriculture – Rural Development), watershed groups, and planning agencies to ensure that departmental funding is administered effectively and to projects with the highest likelihood of success.
  - Ability to document necessary project information in accordance with the following project checklists: document submittal checklist, plan and specification review, bid document review, executed contract review, user charge and sewer use ordinance review, and other checklists as necessary for project management. Ability to develop a project budget to ensure appropriate funding availability.
  - Attend city/town council meetings as necessary to present pertinent information relevant to the success of the project. Maintain current master copy documents for project orientation meeting packets.
  - Meet with applicant to discuss funding requirements and project development. Attend pre-construction conferences and closings when possible. Meet as necessary with applicant throughout the course of the project to assist with grant and loan requirements.
  - Perform field inspections and site visits for state grants and loans to ensure appropriate project progression and completion when necessary.
  - Maintain standard operating procedures for various funding program administrations. Update and monitor the electronic shared documents to ensure the most recent versions are available. Make recommendations for rule revisions according to the latest state and federal law, regulation, and guidance. Assist in the rulemaking process, including tracking modifications to rules, track rulemaking folders, and perform necessary presentations to the Clean Water Commission.

Vacancy Title: **Environmental Specialist I/II/III**  
Position Number: 4120257  
County: Cole  
Division/Program: Division of Environmental Quality / Water Protection Program  
Salary: Semi-Monthly I - \$1,274.00 - 1,460.00 (Range 18, Step D-L)  
II - \$1,485.00 - 1,684.00 (Range 22, step E-L)  
III - \$1,716.00 - 1,958.00 (Range 26, step E-L)  
\*In case of promotion within DNR, salary will be at least one step more than present salary.  
Posting Period: January 3, 2017 – January 12, 2017

Additional information specific to DNR position 4120257

Job Duties:

- Draft new or modify existing statewide Master General Permits (MGP) per Missouri Department of Natural Resources' policy and procedures under the authority of the federal Clean Water Act Section 402 National Pollutant Discharge Elimination System (NPDES) Program and Missouri State Operating Permit Program for regulated processed wastewater (MO-G, 27 existing) and stormwater (MO-R, 16 existing), excluding those for land disturbance (2), Concentrated Animal Feeding Operation (2), sewer extension (1), small domestic (1) and Phase II Municipal Separate Storm Sewer System (MS4)(1) as they approach their expiration dates.
  - MGP cover a group of similar discharges and simplify the process for dischargers as well as reduce the Water Protection Program's administrative workload. These are state-wide permits under the federal U.S. Environmental Protection Agency's NPDES Program, under which owners of facilities that are conducting regulated activities must apply for the permit.
- Workload and job duties are to be prioritized so that a prescribed schedule is followed as close as possible in order to attain timely MGP issuance so that issuance to individual permittees as General Permit Covered Facilities (GPCFs) by the Department's Regional Offices are timely as well.
- Coordinate with Department staff as well as other state and federal agencies and interact with stakeholder groups, applicants, permit holders, and the general public for the purpose of drafting quality and effective MGP language having technical merit and are administratively plausible.
- Knowledge of industry practices and classes, the ability to interpret current and new state and federal regulations, and to become familiar with any pertinent guidance documents in order to draft a new MGP or make the necessary changes to an existing MGP.
  - Research industrial activities and procedures, including examining and analyzing data submitted by industries.
  - Be knowledgeable of changes to certain industry classes as well as changing environmental laws in order to draft general permits that protect the State's Water Quality Standards.
- Conduct research and provides guidance to other Department programs such as Solid Waste Management and Missouri Geological Survey to help align regulation between them and the Water Protection Program.
- Schedule and present at public meetings; addressing comments from stakeholders and permittees.
- Public notice MGP and address all comments.

- Conduct occasional fieldwork in the form of site visits or inspections in order to better understand permitting issues.
- Respond to inquiries from the public, consultants, politicians, and other agencies about MGPs, such as future needs, minimum requirements, impacts from upcoming regulations, etc. These responsibilities could include identifying environmental health and safety problems, then researching and assisting in the implementation of corrective actions.
- Answer questions and assist customers in attaining electronic permits through ePermitting and submitting electronic Discharge Monitoring Reports (eDMRs) as part of the Technical Customer Assistance (TCA) phone staff during regular business hours per the TCA Training Manual.
- Assist Department and information technology staff as the subject matter expert for the development of additional MGPs within the ePermitting application.
- Update relevant databases such as the Missouri Clean Water Information System (MoCWIS) and spreadsheets as needed in order to track MGP renewal and issuance.
- Perform daily geographic information system (GIS) mapping data verifications as needed and/or assist staff with MoCWIS Permitted Feature Mapping based on the Department's GIS standards.
- Issue paper permits occasionally or assist regional office staff with issuance of GPCFs. MGPs issued through MoCWIS or ePermitting are at times not able to be processed and will need to be issued manually. The time percentage of this duty will need to be adjusted as more general permits are added to ePermitting.
- Review and process termination requests per established process.
- Crosstrain with other unit staff to gain an understanding and potentially provide a backup when for absent staff.
  - Coordinate with the MS4 Coordinator on permit issuance, administrative assessments, and program reviews.
  - Gain an understanding of the Section 401 Water Quality Certification process in order to assist or direct inquires to the correct staff.
- Other duties as assigned.

Vacancy Title: **Environmental Specialist I/II/III**  
 Position Number: KCR0037  
 County: Jackson  
 Division/Program: Division of Environmental Quality / Kansas City Regional Office  
 Salary: Semi-Monthly I - \$1,274.00 - 1,460.00 (Range 18, Step D-L)  
                   II - \$1,485.00 - 1,684.00 (Range 22, step E-L)  
                   III - \$1,716.00 - 1,958.00 (Range 26, step E-L)  
                   \*In case of promotion within DNR, salary will be at least  
                   one step more than present salary.  
 Posting Period: January 3, 2017 – January 12, 2017

Additional information specific to DNR position KCR0037

Job Duties:

Environmental Specialist I

- Participates in basic investigations of potential and existing environmental health and safety problems and issues concerning the quality of the state's natural resources.
- Participates in basic inspections and monitoring of pollution sources to ensure compliance with applicable state and federal laws.

- Participates in environmental permitting.
- Participates in planning, conducting, and/or overseeing assessment and remediation of wastes, and other environmental contamination; assists in recommending actions for managing risks to public health and the environment.
- Assists with collecting samples of air, water, and/or waste for bacteriological, physical, chemical, or biological analysis.
- Participates in the review, processing, or preparation of documents relating to permits, applications, contracts, plans, specifications, grants, and special studies.
- Participates in the operation of a computerized data acquisition system to retrieve and transfer environmental data.
- Assists with project administration involving the collection and compilation of expenditures, contract and agreement negotiations and preparation, invoice review, inspection of project progress, and communications with contractors or grant/loan recipients.
- Assists with examining and preparing charts, tables, maps, and other pertinent documents for the presentation of data; prepares reports of investigations, findings, and analyses.
- Assists with presentations, planning public exhibits, communicating risks to the public, publicizing accomplishments, and promoting a variety of programs and environmental protection projects.
- Assists with or performs initial diagnostic tests on field and laboratory equipment; performs preventative maintenance on monitoring instrumentation.
- Provides assistance with practical applications of state statutes, commission rules, program policies, and procedures.
- Participates in environmental emergency responses and provides assistance with clean-up efforts.
- Discusses basic environmental problems with representatives of public and private interests.
- Provides notice of non-compliance and/or identifies potential problem areas; initiates enforcement actions or provides recommendations for resolution.
- Receives close supervision; work is reviewed while in progress and upon completion.
- Performs other related work as assigned.

#### Environmental Specialist II

- Researches, investigates, and evaluates potential and existing environmental health and safety problems and issues concerning the quality of the state's natural resources.
- Conducts inspections and monitors pollution sources to ensure compliance with applicable state and federal laws.
- Collects, processes, and monitors samples of air, water, and/or waste for bacteriological, physical, chemical, or biological analysis.
- Reviews, processes, or prepares documents relating to permits, applications, contracts, plans, specifications, grants, and special studies.
- Administers projects involving the collection and compilation of expenditures, contract and agreement negotiations and preparation, review and approval of invoices, inspection of project progress and compliance, communications with contractors or grant/loan recipients, and review of change order requests.
- Prepares and evaluates charts, tables, maps, and other pertinent documents for interpretation and presentation of data; prepares reports of investigations, findings, and analyses.
- Plans and prepares presentations, public exhibits, publicizes accomplishments, and promotes a variety of programs and environmental protection projects.

- Communicates exposures, risks, and related issues to the public, officials, and other interested parties.
- Provides assistance with environmental programs and explains laws, regulations, contract specifications, program requirements, and practical applications to officials, facility owners and operators, and the public.
- Responds to environmental emergencies and provides assistance with clean-up efforts.
- Evaluates and discusses difficult environmental emergencies/problems with representatives of public/private interests and provides recommendations and/or preventative measures ensuring sound environmental practices and protection of the public's health.
- Conducts studies of potential and existing environmental hazards to determine the degree of compliance with applicable state and federal laws.
- Operates a computerized data acquisition system to retrieve and transfer environmental data; evaluates components of the computer data acquisition system for proper functioning.
- Performs diagnostic tests on field and laboratory equipment; assists with corrective maintenance.
- Provides notice of non-compliance and/or identifies potential problem areas; initiates enforcement actions or provides recommendations for resolution.
- Receives general administrative direction; work is reviewed while in progress and upon completion.
- Performs other related work as assigned.

#### **Environmental Specialist III**

- Researches, investigates, evaluates, and provides recommendations regarding potential and existing environmental health and safety problems and issues concerning the quality of the state's natural resources.
- Coordinates and directs projects and program efforts involving local, state, and federal agencies.
- Communicates exposures, risks, and related issues to the public, officials, and other interested parties.
- Implements environmental laws, regulations, program policies, and procedures; provides direction relating to compliance issues.
- Plans, directs, and participates in environmental surveys and studies; evaluates and interprets findings, and prepares scientific reports; and recommends and approves corrective actions and ensures implementation of those plans.
- Investigates pollution problems, possible health hazards, and violations of environmental laws and regulations.
- Interprets, develops, prepares, and implements complex air, water, and/or waste sampling plans; collects, processes, and monitors samples; and analyzes and interprets data.
- Conducts compliance inspections and monitors pollution sources; and prepares inspection and monitoring reports.
- Provides assistance to representatives of other agencies, officials, facility owners and operators, and the public relating to environmental programs, laws, regulations, contract specifications, program requirements, and practical applications.
- Responds to environmental emergencies; and oversees or conducts site assessment, characterization, and/or remediation of contaminated sites or environmental emergencies.
- Presents information to public and professional groups to promote environmental programs and awareness.

- Negotiates with regulated entities to gain compliance with environmental programs, laws, rules, regulations, and develops complex enforcement plans; monitors progress toward compliance.
- Recommends appropriate tests to determine environmental damage and/or threats to the public's health; and performs analysis utilizing complex scientific equipment.
- Operates a computerized data acquisition system to determine efficiency in the retrieval and transfer of environmental data; verifies data and makes final determination of data quality control.
- Reviews, processes, or prepares complex operating permits and regulatory registrations.
- Provides training and advice to staff; leads special work groups or teams.
- Exercises significant independence and initiative in completing assignments; receives limited supervision; work is reviewed upon completion.
- Performs other related work as assigned.

**Vacancy Title: Senior Office Support Assistant**

Position Number: SLR0004

County: St. Louis County

Division/Program: Division of Environmental Quality / St. Louis Regional Office

Salary: Semi-Monthly: SOSA \$1,064.00 - \$1,209.00 (Range 12, Steps D-L)

\*In case of promotion within DNR, salary will be at least one step more than present salary.

Posting Period: December 28, 2017 – January 9, 2018

### Additional information for position SLR0004

## Job Description:

- Open Records Requests: Perform research in hard files, e-files, and computer databases to locate responsive documents for requests. Communicate with Custodian of Record when documents require legal review. Use SMART system to request and track archived boxes. Scan documents not already present in e-files. Prepare invoices for requesters as needed and ensure payment is received before providing documents. Track all communications in Lotus Notes
- Typing & Filing: Proofread and finalize letters, memos, inspection reports, and other documents submitted by tech staff. Prepare correspondence for outgoing mail, including sending certified letters. Use scanner and Adobe software to create PDF files for e-filing. Route tracking documents to the correct departments for data entry, and file all correspondence and other documents in the file room per filing procedures. File program documents in the file room per weekly filing rotation
- Timekeeping and HR: Review timesheets to ensure they are correctly submitted and approved in time for SAM II cutoff deadlines, review MOBIUS reports for each pay period.
- Accounts Payable: Process invoices and expense reports. Review for accuracy, ensure goods and services have been received and supporting documentation is included, and obtain approval for payment from Regional Director. Prepare funding spreadsheets and perform SAM II Financial data entry.
- Training coordination- review and process PT-1's, schedule trainings both at SLRO and schedule trainings and travel arrangements for staff
- Bankruptcy and Secretary of State Notifications - Review and research all necessary entities listed, communicate findings with managers and respond accordingly within 6 days

- Mobius reports: Print/Review and report discrepancies to RD, Exec II and timekeepers. Correction documents prepared to support changes and routed to Exec II for approvals.
- Benefits Resource Coordinator: help staff find information regarding benefits, assist with years of service and retirement awards, coordinate deferred comp meetings as needed
- JIRA help desk tickets: Report Admin problems thru various categories and selections for prompt and appropriate actions thru Director's Office -coordinator.
- Reservations- Hotel and motel
- Policy and procedure coordination- update, review and finalize SOP for SLRO
- Misc: Perform other duties as assigned.

Vacancy Title:	<b>Maintenance Worker I/II (Park/Historic Sites)</b>
Position Number:	7051010
County:	Clay
Division/Program:	Missouri State Parks / Watkins Woolen Mill State Park & State Historic Site
Salary: Semi-Monthly:	MW I (PHS) \$1,064.00 - \$1,209.00 (Range 12, Steps D-L) MW II (PHS) \$1,157.00 - \$1,317.00 (Range 15, Steps D-L) *In case of promotion within DNR, salary will be at least one step more than present salary.
Shift:	7:30 a.m. to 4:00 pm. (Five 8 hour day per week, $\frac{1}{2}$ hour unpaid lunch break) Shift hours will differ based upon weekends, nights, holidays, and special events.
Days Off:	Saturday, Sunday This position will require working weekends, nights, holidays, and special events as scheduled
Posting Period:	December 28, 2017 – January 9, 2018

- Additional information for position 7051010  
This is semi-skilled work in the construction, repair, and maintenance of structures and equipment, and assisting with water/wastewater systems at Watkins Woolen Mill State Park & State Historic Site.
- Performs general maintenance and repairs for a state park/historic site; constructs and/or renovates structures; assists skilled tradesmen with more complex projects; maintains grounds; and assists with the operation and maintenance of water/wastewater systems.
- Repairs and/or replaces electrical outlets, light fixtures, switches, and other controls.
- Repairs and/or replaces faucets, toilets, sinks, valves, water and sewer lines, and other plumbing fixtures.
- Assists with the operation and maintenance of park-operated water/ wastewater systems
- Constructs basic structures such as picnic tables and small shelters; constructs and/or renovates facility restrooms, residences, cabins, dining halls, and other structures.
- Conducts routine maintenance and cleaning of heating, ventilation, and air conditioning (HVAC) systems and ductwork.
- Paints interior and exterior of buildings and structures; patches plaster walls; repairs or replaces tile, wood, sheetrock, and other wall coverings; maintains and/or repairs furniture, doors, windows, shelves, floors, and other fixtures; and assembles furniture.

- Provides direction and training to seasonal staff, and/or volunteers regarding routine cleaning and maintenance of grounds and facilities, and safe/proper operation of equipment and machinery.
- Oversees and/or cleans vault latrines, restrooms, showers, cabins, visitor centers, picnic areas, and/or camping areas; directs the removal of, or removes, trash and debris from public areas.
- Greets and provides the public with information regarding the park/historic site and other related available resources; enforces park rules and regulations.
- Assists with prescribed burns, wild fire suppression, or other natural or cultural activities at assigned facility or aid other facilities as directed.

Minimum Qualifications MW I (PHS):

One or more years of experience in one or a combination of the following: construction, electrical, plumbing, or mechanical (heating and cooling, refrigeration, welding, engine repair, etc.) trades; grounds keeping work; farm work including the operation of farm machinery and/or construction of structures/enclosures; and possession of a high school diploma or proof of high school equivalency. *(Training in a formal program of instruction from an accredited school in one or more of the building, mechanical, or electrical trades may substitute for the required experience at a rate of 3 high school credit hours, 30 earned credit hours, or 480 clock hours for one year.)*

OR

2000 verifiable hours of experience with Missouri's Division of State Parks as a seasonal worker and/or State Park Youth Corps participant performing grounds keeping and/or maintenance duties; and possession of a high school diploma or proof of high school equivalency.

Minimum Qualifications MW II (PHS):

Two or more years of experience as a Maintenance Worker I (Park/Historic Sites) with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or proof of high school equivalency.

OR

Three or more years of experience in one or a combination of the following: construction, electrical, plumbing, or mechanical (heating and cooling, refrigeration, welding, engine repair, etc.) trades; farm work including the operation of farm machinery and/or construction of structures/enclosures; and possession of a high school diploma or proof of high school equivalency.

*(Training in a formal program of instruction from an accredited school in one or more of the building, mechanical, or electrical trades may substitute on a year-for-year basis for a maximum of two years of the required experience at a rate of 3 high school credit hours, 30 earned credit hours, or 480 clock hours for one year.)*

Special Requirements:

Possess and maintain a valid vehicle operator's license

Good physical condition, able to walk on uneven terrain for extended periods of time, lift and load 25-50 pound objects repeatedly, walk and work on roofs, and climb ladders. Operate equipment for extended timeframes, such as mowers, string trimmers and backpack blowers for 40 hour weeks. Ability to work in rugged terrain to perform routine duties and/or assist with controlled burns or wildfire situations.