GEORGIA
DEPARTMENT OF NATURAL RESOURCES

VACANCY ANNOUNCEMENT

Vacant Position Listing

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

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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 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 announced 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 [www.CoastalGADNR.org](http://www.CoastalGADNR.org)
- Environmental Protection Division [www.GeorgiaEPD.org](http://www.GeorgiaEPD.org)
- Law Enforcement Division [www.GADNRLE.org](http://www.GADNRLE.org)
- Parks and Historic Resources Division [www.GAStateParks.org](http://www.GAStateParks.org)

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

Return to the Vacant Position Listing
*State Parks & Historic Sites Division Vacancies*

*Golf Course Manager – Elbert County*

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Richard B. Russell State Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>State Parks &amp; Historic Sites Division</td>
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<tr>
<td>POSITION #</td>
<td>00099087</td>
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<tr>
<td>JOB CODE</td>
<td>NRP014</td>
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<tr>
<td>PAYGRADE</td>
<td>K</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$39,038.32</td>
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</tbody>
</table>

*Official Title: Park/Historic Site Manager 3*

**JOB DESCRIPTION**

Job Summary: Supervises, guides, and/or instructs the work assignments of subordinate staff. Plans, directs, manages, or 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. Responsible for the management of staff, budget and revenue.

**MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university

AND

Three years of full-time supervisory experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security, or facilities maintenance.

OR

Associate degree from an accredited college or university

AND

Five years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security, or facilities maintenance, including three years of supervisory experience.

OR

High school diploma or GED

AND

Seven years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security, or facilities maintenance, including three years of supervisory experience.

OR

Four years of experience required as a Park/Historic Sites Manager 1 (NRP012).

OR

Two years of experience required as a Park/Historic Site Manager 2 (NRP013).

**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:

Parks and 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 6/3/21**

*Return to the Vacant Position Listing*
### Park / Historic Site Manager 1 – McIntosh County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Fort King George State Historic Park</th>
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<tr>
<td>DIVISION</td>
<td>State Parks and Historic Sites Division</td>
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<tr>
<td>POSITION #</td>
<td>00099049</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>NRP012</td>
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<td>PAYGRADE</td>
<td>I</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$32,418.30</td>
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</tbody>
</table>

#### JOB DESCRIPTION
Under broad 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.

**Primary Duties & Responsibilities:**
- Performs job responsibilities with minimal supervision.
- Serves as job expert or organization resource in assigned areas.
- Answer inquiries pertaining to policies and services and resolves visitor complaints.
- Collects payments and records data pertaining to funds and expenditures.
- Conserves and protects the natural, cultural, historical resources of the site.
- Coordinates use of facilities with internal and external consumers.
- Ensures Site security and visitor/associate safety.
- Ensures the safety and security of the site.
- Implements and evaluates cash management procedures.
- Maintains and manages facilities.
- Markets and implements an ongoing program of interpretation, outdoor recreation, and public relations.
- Observes and monitors to ensure efficient operations and adherence to facility’s policies and procedures.
- Oversees the ground maintenance.
- Maintains the budget through effective budgeting decisions.
- Reviews, assists, and prepares all reports, documents, and information for the operation of a facility.
- Supervises assigned staff.

#### MINIMUM QUALIFICATIONS
Bachelor’s degree from an accredited college or university AND
One year of full-time supervisory/administrative experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance.

OR
Associate's degree from an accredited college or university 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 resource management, guest services, administration, programming, security or facilities maintenance, including one year of supervisory experience.

(CONTINUED ON PAGE 6)
Park/Historic Site Manager 1 Continued

OR
High school diploma or GED
AND
Five years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, including one year of supervisory experience.
OR
Two years of experience required as an Assistant Park/Historic Site Manager (NRP011).

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
Parks2@dnr.ga.gov

The Deadline date to apply for this position is 6/3/21

Return to the Vacant Position Listing
Park / Historic Site Assistant Manager – Columbia County

LOCATION: Mistletoe State Park
DIVISION: State Parks & Historic Sites Division
POSITION #: 00098829
JOB CODE: NRP011
PAYGRADE: H
ENTRY SALARY: $29,399.50

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.
- 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.
- Ensures the safety and security of the site.
- 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 four-year 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
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.

(CONTINUED ON PAGE 8)
**Park/Historic Site Assistant Manager Continued**

**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 and 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 6/3/21**
Administrative Support 1/2/3 –Morgan County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Hard Labor Creek State Park</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>State Parks &amp; Historic Sites Division</td>
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<tr>
<td>POSITION #</td>
<td>00098900</td>
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<td>JOB CODE</td>
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<td>PAYGRADE</td>
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<td>ENTRY SALARY</td>
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<td>PAYGRADE</td>
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<td>ENTRY SALARY</td>
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<td>PAYGRADE</td>
<td>GSS082</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$22,077.93</td>
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</table>

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. Work is performed under the general supervision of a clerical or administrative supervisor.

**Primary Duties & Responsibilities:**

- Completes tasks and assignments associated with administrative support functions (ie. 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 within assigned functional area (ie. processing/transactions, review of applications, scheduling training, scheduling facilities maintenance, reconciling financial records, assessing/collecting fees for a program, generating reports).
- Provides general clerical support to an office, to include such tasks as data entry/maintenance, copying/distributing documents and materials, maintaining recordkeeping and filing systems, etc.
- Provides secretarial and administrative support to an upper-level manager.
- Uses independent judgement 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**

**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.

(CONTINUED ON PAGE 10)

Return to the Vacant Position Listing
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: Denise White
1463 Knox Chapel Rd.
Social Circle, GA  30025
Parks4@dnr.ga.gov

The Deadline date to apply for this position is 6/3/21

Return to the Vacant Position Listing
**Administrative Support 1 – Coffee County**

<table>
<thead>
<tr>
<th>LOCATION</th>
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<td>DIVISION</td>
<td>State Parks &amp; Historic Sites Division</td>
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<tr>
<td>POSITION #</td>
<td>00211786</td>
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<td>JOB CODE</td>
<td>GSS080</td>
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<td>PAYGRADE</td>
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<td>ENTRY SALARY</td>
<td>$20,904.00</td>
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</table>

**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. Work is performed under the close supervision of a administrative supervisor.

**Primary Duties & Responsibilities:**

- Completes tasks and assignments associated with administrative support functions (ie, 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 within assigned functional area (ie processing/transactions, review of applications, scheduling training, scheduling facilities maintenance, reconciling financial records, assessing/collecting fees for a program
- Provides general clerical support to an office, to include such tasks as data entry/maintenance, copying/distributing documents and materials, maintaining recordkeeping 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
- Receives additional training, as required, to gain full proficiency and experience in all areas

**MINIMUM QUALIFICATIONS**

High school diploma or GED

AND

Ability to perform basic office functions and computer related duties.

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: Sandra Harris  
One Conservation Way  
Brunswick, GA  31520  
parks2@dnr.ga.gov

The Deadline date to apply for this position is 6/3/21
Wildlife Resources Division Vacancies

Wildlife Biologist 2 – Walton County

<table>
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<tr>
<th>LOCATION</th>
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<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<td>POSITION #</td>
<td>00100673</td>
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<td>JOB CODE</td>
<td>NRPO61</td>
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<td>ENTRY SALARY</td>
<td>$43,063.23</td>
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JOB DESCRIPTION
Under limited supervision, duties include but are not limited to coordination of the statewide migratory game bird program and alligator management program. Primary duties include managing the waterfowl program budget, serving as Atlantic Flyway Technical Section representative; collection, analysis, and management of data from banding and monitoring migratory game birds; identifying and overseeing MARSH and other wetland development and enhancement projects on WRD lands; coordinating surveys and managing data related to alligators; reviewing and recommending regulatory changes at state and federal level.

Additional duties include working with state, federal and non-governmental conservation organizations and committees on state and regional research efforts and conservation planning, including implementation and revision of statewide strategic management plans for migratory game birds and alligators.

MINIMUM QUALIFICATIONS
Master’s degree in Biology or a related field from an accredited college or university.

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

AND
One year of related experience.

OR
One year of experience required at the lower level Wildlife Biologist 1, (NRPO60) or position equivalent.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:
- Detailed knowledge and experience managing: waterfowl, upland migratory game birds, webless migratory game birds and alligators
- Experience and knowledge regarding statiscal data analysis and techniques to monitor and manage wildlife populations
- Experience and knowledge utilizing GIS and statistical analysis software
- Employment history with the Wildlife Resources Division

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
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 6/11/21

Return to the Vacant Position Listing
**Fisheries Technician 2 – Ben Hill County**

<table>
<thead>
<tr>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00185065</td>
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<tr>
<td>JOB CODE</td>
<td>NRT061</td>
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<tr>
<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$32,418.30</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under general supervision, performs duties supporting tasks for all phases of fish culture and operations at Bowens Mill Fish Hatchery. Provides technical support of research, surveys, and public waters management projects aimed at protecting, assessing, and improving fisheries of rivers and lakes in Georgia. Responsible for specific duties involved with vehicle, building, and grounds maintenance, supplies and materials stocks, custodial care, and other duties as required. Work may include weekends and holidays.

**MINIMUM QUALIFICATIONS**
Associate’s degree in Fisheries Management or a related field from an accredited college or university
OR
Completion of equivalent coursework (90 quarter hours or 60 semester hours) in Fisheries Management or a 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 Fisheries Technician 1 (NRT060) which included responsibilities in fisheries management.

**PREFERRED QUALIFICATIONS**
Preference may be given to:
- Applicants with fisheries management and/or culture experience
- Current DNR/WRD employees

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
Wildlife Resources Division
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 6/3/21**
**Fisheries Technician 2 – Dougherty County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Albany, GA</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00100331</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under general supervision, assists with technical support of research, surveys, and public waters management projects aimed at protecting, assessing, and improving fisheries of rivers and lakes in Georgia. Provides regional support with fish kill investigations and education programs. Operates and maintains equipment, facilities, and grounds and purchases supplies and materials as needed. Work may include weekends, nights, and holidays.

**MINIMUM QUALIFICATIONS**
Associate’s degree in Fisheries Management or a related field from an accredited college or university

**OR**
Completion of equivalent coursework (90 quarter hours or 60 semester hours) in Fisheries Management or a 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 Fisheries Technician 1 (NRT060) which included responsibilities in fisheries management.

**PREFERRED QUALIFICATIONS**
Preference may be given to:
- Applicants with fisheries management experience
- Current DNR/WRD employees

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
Wildlife Resources Division
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 6/3/21**

*Return to the Vacant Position Listing*
**Construction Specialist 2 – Peach County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Fort Valley Region Office</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00100289</td>
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<td>JOB CODE</td>
<td>FEP051</td>
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<td>PAYGRADE</td>
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</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$32,418.30</td>
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</tbody>
</table>

**JOB DESCRIPTION**
Under general supervision, the incumbent will participate in Georgia’s Boating Access Program construction activities including the construction, repair and maintenance of boat ramps, operations and hauling of heavy equipment, oversight of contracts (skilled and labor), inspection of facilities, and the interpretation of design drawings and specifications. Position requires regular statewide travel.

**MINIMUM QUALIFICATIONS**
Bachelor’s degree in a related field from an accredited college or university.
OR
Associate's/Vocational/Technical degree in a related field from an accredited college or university
AND
One year of experience in maintenance and/or general building construction.
OR
High school diploma or GED
AND
Two years of experience in maintenance and/or general building construction.
OR
One year of experience at the lower level Construction Specialist 1 (FEP050) or position equivalent.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Experience with construction activities of outdoor recreational facilities
- Valid Class A Commercial Driver’s License
- Experience operating heavy equipment

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
Office of Human Resources
ATTN: WRD Careers
2067 US Hwy, 278, SE
Social Circle, GA 30025
WRD.Careers@dnr.ga.gov

The Deadline date to apply for this position is 6/17/21

*Return to the Vacant Position Listing*
**Administrative Assistant 1 – Walton County**

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<th>LOCATION</th>
<th>WRD – Game Management - WRCC</th>
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<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<td>POSITION #</td>
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<td>JOB CODE</td>
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<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$24,332.01</td>
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</table>

**JOB DESCRIPTION**

This position supports the administrative functions within the WRCC Game Management Office including accounting, completion of personnel transactions, coordinating purchasing and contracts, and managing administrative functions.

**Primary Duties & Responsibilities:**

- Balancing ledgers and reconciling
- Preparing financial status reports, monitoring expenditures and budget tracking by project or account codes, correcting accounting errors
- Reporting budget status and projections to Program Managers
- Managing petty cash funds
- Conforming to all policies on travel, purchasing, and updating program staff
- Completion of personnel transactions such as employment packages, PAR transactions, or other personnel activities
- Ensures adequate stocking of office supplies and coordinates with other Sections on building repairs and service
- Provide customer service regarding hunting, hunter education and wildlife conflict calls

**MINIMUM QUALIFICATIONS**

Associate's degree from an accredited college or university.

**OR**

Two years of related experience.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Experience in state government accounting, budgeting, or other administrative duties
- Experience in PeopleSoft software applications
- Extensive knowledge in office software applications including Excel, Word, and Access

**NOTE:** Applicants that previously applied for this position from DNR Vacancy Announcement with deadline dates of 3/5/2021 and 5/10/21 do not need to 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  
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 6/3/21
Environmental Protection Division Vacancies

Manager 1, Environmental Protection – Clarke County
This position is open to current DNR/EPD Employees ONLY

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Northeast District (Athens)</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Environmental Protection Division</td>
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<tr>
<td>POSITION #</td>
<td>00101573</td>
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<tr>
<td>JOB CODE</td>
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<td>PAYGRADE</td>
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<td>ENTRY SALARY</td>
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**JOB DESCRIPTION**
This position is located in the Georgia Environmental Protection Division (EPD) Northeast District-Athens. This position supervises 4 environmental specialist positions. This position is also responsible for overseeing grant commitments for Air and Waste-Water compliance and enforcement and overseeing compliance and enforcement for permitted solid waste facilities and general complaints.

**MINIMUM QUALIFICATIONS**
Bachelor's degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental, Mechanical or Sanitary) or related field from an accredited college or university AND Four years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research.

**NOTE:** An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis for a maximum of two year non-managerial/supervisory experience.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Experience working with multi-disciplinary regulatory programs.
- Strong written and verbal communication skills.
- Demonstrated negotiation skills.
- Competent in using EPD/EPA.
- Databases for recording and tracking inspections, enforcement actions and general information for facilities

**Application Instructions:**
Completed applications must be submitted to Jobsatepd@dnr.ga.gov by June 4, 2021. The subject line should reference “APB PM1 RAD ATTN: Katie”.

The Deadline date to apply for this position is 6/4/21
**EPD Continuous Recruitment**

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 / Chemical Permitting Unit / Clayton County, Atlanta
- Air Protection Branch / Nitrogen Oxides Unit / Clayton County, Atlanta
- Air Protection Branch / Volatile Organic Compound Permitting Unit / Clayton County, Atlanta
- Air Protection Branch / Air Toxics Unit / Clayton County, Atlanta
- Air Protection Branch / Emissions and Control Strategies Unit / Clayton County, Atlanta
- Air Protection Branch / Volatile Organic Compound (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
- Land Protection Branch/ Response and Remediation Program-Voluntary Remediation Unit / Fulton County, Atlanta
- Land Protection Branch/ Hazardous Waste Corrective Action-Remedial Sites Unit 2 / Fulton County, Atlanta
- District Office/Southwest/Dougherty County, Albany

**ENVIRONMENTAL COMPLIANCE SPECIALIST**
- Air Protection Branch / Radiation Protection / Clayton County, Atlanta
- Watershed Protection Branch / Safe Dams Unit / Fulton County, Atlanta
- Watershed Protection Branch / Municipal Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / Stormwater Unit / Fulton County, Atlanta
- Watershed Protection Branch / Municipal Compliance Unit / Fulton County, Atlanta
- Land Protection Branch/Risk Assessment Unit/Fulton County, Atlanta
- Land Protection Branch/Generator Compliance Unit/Fulton County, Atlanta
- District Office/Northeast/Clarke County, Athens
- District Office/Coastal/Glynn County, Brunswick
- District Office/West Central/Bibb County, Macon
- District Office /East/ Richmond County, Augusta (Temp Position)
- District Office /West Central/ Bibb County, Macon (Temp Position)

*Return to the Vacant Position Listing*
**GEOLOGIST**
Watershed Protection Branch / Groundwater Unit / Fulton County, Atlanta

Land Protection Branch/Solid Waste Management-Environmental Monitoring/Clayton 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.