



# GEORGIA

## DEPARTMENT OF NATURAL RESOURCES

### VACANCY ANNOUNCEMENT



Coastal Resources Division



Environmental Protection Division



Law Enforcement Division



State Parks & Historic Sites Division



Wildlife Resources Division

### Vacant Position Listing

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## Georgia County & Major City Map



## 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](http://www.naces.org/members.htm)) or the Association of International Credentials Evaluators ([www.aice-eval.org](http://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  
 Environmental Protection Division  
 Law Enforcement Division  
 Parks and Historic Resources Division  
 Wildlife Resources Division

[www.CoastalGADNR.org](http://www.CoastalGADNR.org)  
[www.GeorgiaEPD.org](http://www.GeorgiaEPD.org)  
[www.GADNRLE.org](http://www.GADNRLE.org)  
[www.GASStateParks.org](http://www.GASStateParks.org)  
[www.GeorgiaWildlife.org](http://www.GeorgiaWildlife.org)

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

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## **Central Office Vacancy**

### ***IT Support Specialist 1/2 - Fulton County***

<b>LOCATION</b>	Office of Information Technology						
<b>DIVISION</b>	Administration						
<b>POSITION #</b>	<b>00101684</b>	<b>JOB CODE</b>	<b>ITP160</b>	<b>PAYGRADE</b>	<b>I</b>	<b>ENTRY SALARY</b>	<b>\$40,000.00</b>
			<b>ITP161</b>		<b>J</b>		<b>\$45,000.00</b>

Based on education and experience, the selectee will be hired into one of the above-mentioned job codes.

#### **JOB DESCRIPTION**

Under supervision, provides technical support to DNR end users. Assists users by diagnosing problems and providing resolutions for technical issues both remotely and on site as needed. Utilizes troubleshooting techniques and tools to identify products that are defective and follow guidelines in finding resolutions. Installs and/or upgrades software on PC's as instructed. Installs Operating Systems and Software applications. Performs PC, Laptop, and printer moves and installations. Travels within the state of Georgia including overnight stays. Provides Customer support in the maintenance of systems. Provides technical support in the operation and use of PCs, Laptops and Printers. Receives additional training as required, to gain full proficiency and experience in all areas. Communicates with all levels of management and user department personnel to discuss job execution status, equipment status and related problems that may occur.

#### **MINIMUM QUALIFICATIONS**

##### **ITP160 – IT Support Specialist 1**

High school diploma or GED

##### **AND**

Training and experience necessary to independently provide technical support to computer users in an assigned office/geographic area.

##### **ITP161– IT Support Specialist 2**

High school diploma or GED

##### **AND**

Six months of education or experience in information security, privacy, system/network administration and support or application development

##### **AND**

Training and experience necessary to independently provide technical support to computer users in an assigned office/geographic area.

#### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- A+ Certification a plus.
- 1-5 years of Field experience providing PC break-fix/desktop support.
- Ability to work independently.
- Physically able to lift and move PC equipment (up to 50 lbs).
- Excellent verbal and written communication skills with emphasis in customer service.
- Excellent interpersonal skills and ability to work collaboratively in a team environment.
- Ability to comprehend and follow verbal and written technical instructions and scripts.

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**IT Support Specialist 1/2 Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](mailto:Jennifer.Gadson@dnr.ga.gov) below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Office of Human Resources  
ATTN: Jennifer Gadson  
2 MLK Jr. Drive, SE  
Suite 1258, East Tower  
Atlanta, GA 30334  
[Jennifer.Gadson@dnr.ga.gov](mailto:Jennifer.Gadson@dnr.ga.gov)

**The Deadline date to apply for this position is 12/8/21**

## **Coastal Resources Division Vacancies**

### ***Grants Specialist 1/2 – Glynn County***

<b>LOCATION</b>	CRD Headquarters						
<b>DIVISION</b>	Coastal Resources Division						
<b>POSITION #</b>	<b>00184045</b>	<b>JOB CODE</b>	<b>FIP050</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$34,289.83</b>
			<b>FIP051</b>		<b>K</b>		<b>\$37,718.81</b>

Based on education and experience, the selectee will be hired into one of the above-mentioned job codes.

#### **JOB DESCRIPTION**

Under minimal supervision the incumbent will be responsible for furthering the implementation of the Georgia Coastal Management Program; overseeing the Coastal Incentive Grant Program; coordinating federal assistance activities for the Section, including preparing grant applications and budgets; writing semi-annual reports; monitoring sub-award progress and expenditures; and writing and administering contracts. The incumbent is also responsible for providing assistance to the Coastal Management Section in grant-related and fiscal matters; logistical services related to meetings of the Coastal Advisory Council, CoastFest, and other events; and providing services to local government officials, agency staff persons, and the general public. Finally, the incumbent will assist the Program Manager in matters of state and federal policy, writing reports to the Legislature, tracking performance measures, communications/marketing for the Program, and assisting in programmatic evaluations.

#### **MINIMUM QUALIFICATIONS**

##### **FIP050 – Grants Specialist 1**

Bachelor's degree in business, public administration, finance or related areas from an accredited college or university.

**OR**

Four years of experience in grants management, public funds administration, accounting or a closely related area.

**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.

##### **FIP051 – Grants Specialist 2**

Bachelor's degree in business, public administration, finance or a related field in area of assignment from an accredited college or university

**AND**

One year of experience in grants management, public funds administration, accounting or a related area.

**OR**

Five years of experience in grants management, public funds.

**OR**

One year of experience required at the lower level Grants Specialist 1 (FIP050) or position equivalent.

**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.

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### **Grants Specialist 1/2 Continued**

#### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Background in grants management and database management
- Experience working with state or federal natural resource laws and regulations
- Experience in written communications, such as constructing progress reports, position papers, and correspondence with minimal oversight
- Experience working in and/or with governmental agencies, especially DNR

Please direct questions about the position to Jan Mackinnon at [Jan.Mackinnon@dnr.ga.gov](mailto:Jan.Mackinnon@dnr.ga.gov) or (912) 264-7218.

**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  
Coastal Resources Division  
C/O Gale Kennedy  
One Conservation Way, Suite 312  
Brunswick, GA 31520-8687

**CRD.CRDDNR@dnr.ga.gov** (Please include the position title in the subject) or Fax: (912) 717-6613

**The Deadline date to apply for this position is 12/3/21**

### **\*Coastal Permit Coordinator – Glynn County**

<b>LOCATION</b>	CRD Headquarters						
<b>DIVISION</b>	Coastal Resources Division						
<b>POSITION #</b>	<b>00099639</b>	<b>JOB CODE</b>	<b>RCP020</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$35,134.49</b>

*\*Official Title: Environmental Compliance Specialist 1*

#### **JOB DESCRIPTION**

Under direct supervision, the incumbent will assist in a diverse range of support, operational and programmatic activities for the Marsh and Shore Management (Regulatory) Program of the GADNR's Coastal Resources Division, Coastal Management Section. The incumbent will perform field inspections, and process permits for marsh, shore, private dock, and bank stabilization projects under the State's Revocable License Authority, the Coastal Marshlands Protection Act and the Shore Protection Act.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited college or university.

#### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Experience in environmental permitting activities
- Knowledge of coastal Georgia marshlands and barrier island dynamics/sand sharing systems
- Familiarity with engineered or professional project drawings and surveys
- Proficiency with computer (Word, PowerPoint, database entry)
- DNR 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  
Coastal Resources Division  
C/O Gale Kennedy  
One Conservation Way, Suite 312  
Brunswick, GA 31520-8687

**[CRD.CRDDNR@dnr.ga.gov](mailto:CRD.CRDDNR@dnr.ga.gov)** (Please include the position title in the subject) or Fax: (912) 717-6613

**NOTE:** Please direct questions about the position to Josh Noble, Program Manager at [Josh.Noble@dnr.ga.gov](mailto:Josh.Noble@dnr.ga.gov) or (912) 264-7218.

**The Deadline date to apply for this position is 12/14/21**

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## **Parks & Historic Sites Division Vacancies**

### ***Park / Historic Site Assistant Manager – Franklin County***

<b>LOCATION</b>	Tugaloo State Park						
<b>DIVISION</b>	State Parks & Historic Sites Division						
<b>POSITION #</b>	<b>00098820</b>	<b>JOB CODE</b>	<b>NRP011</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$30,869.47</b>

#### **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.

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**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: Michelle Egan  
P.O. Box 1029  
Helen, GA 30545  
[Parks2@dnr.ga.gov](mailto:Parks2@dnr.ga.gov)

**The Deadline date to apply for this position is 12/8/21**

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## **Wildlife Resources Division Vacancies**

### ***Vessel Captain 1/2/3 – Sapelo Island***

<b>LOCATION</b>	Sapelo Island						
<b>DIVISION</b>	Wildlife Resources Division						
<b>POSITION #</b>	<b>00100805</b>	<b>JOB CODE</b>	<b>TRP040</b>	<b>PAYGRADE</b>	<b>I</b>	<b>ENTRY SALARY</b>	<b>\$34,289.84</b>
			<b>TRP041</b>		<b>J</b>		<b>\$37,718.81</b>
			<b>TRP042</b>		<b>K</b>		<b>\$41,490.69</b>

Based on education and experience, the selectee will be hired into one of the above-mentioned job codes.

#### **JOB DESCRIPTION**

Job duties include the operation of the Sapelo Island ferry, making daily runs between Sapelo Island and the mainland dock in Meridian, GA. Includes supervision of Vessel Mates and responsibility for vessel, crew and passenger safety and assuring the ferry's seaworthiness. Maintains ferry and equipment; performs general repairs to hull, superstructure, engines, and other systems, as necessary. Navigates vessels and directs the loading and unloading of passengers and cargo. Maintains appropriate reports and logs and complies with all applicable rules and regulations. Successful candidate is required to reside on Sapelo Island while on-duty.

**NOTE:** Applicants must possess a valid U.S. Coast Guard 100 ton Master Captain's License AND Must obtain a valid Third-Class Radio/Telephone Operator's license. Successful applicant is expected to live on Sapelo Island while on duty. Housing may be provided.

#### **MINIMUM QUALIFICATIONS**

##### **TRP040 – Vessel Captain 1**

High school diploma or GED

**AND**

Six months of experience in the operation of a motor vessel of more than 15 gross tons in the coastal or inland waters.

**NOTE:** Must also possess or obtain a valid U.S. Coast Guard license to operate or navigate mechanically propelled passenger carrying vessels of not more than 100 gross tons upon waters other than ocean coastline

**AND**

Must obtain a valid Third Class Radio\telephone Operators License

##### **TRP041 – Vessel Captain 2**

High school diploma or GED

**AND**

One year of experience in the operation of a motor vessel of more than 15 gross tons in the coastal or inland waters.

**NOTE:** Must also possess or obtain a valid U.S. Coast Guard license to operate or navigate mechanically propelled passenger carrying vessels of not more than 100 gross tons upon waters other than ocean coastline

**AND**

Must obtain a valid Third Class Radio\telephone Operators License.

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**Vessel Captain 1/2/3 Continued****TRP042 – Vessel Captain 3**

High school diploma or GED

**AND**

Two years of experience in the operation of a motor vessel of more than 15 gross tons in the coastal or inland waters.

**OR**

One year of experience at a level equivalent to a Vessel Captain 2 (TRP041).

**NOTE:** Must also possess or obtain a valid U.S. Coast Guard license to operate or navigate mechanically propelled passenger carrying vessels of not more than 100 gross tons upon waters other than ocean coastline

**AND**

Must obtain a valid Third Class Radio\telephone Operators License.

**PREFERRED QUALIFICATIONS**

Preference may be given to:

- Current DNR/WRD personnel
- Applicants with thorough knowledge and experience with the Sapelo Island Ferry System

**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](mailto:WRD.Careers@dnr.ga.gov)

**The Deadline date to apply for this position is 12/8/21**

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## ***Construction Specialist 2 – Peach County***

<b>LOCATION</b>	<b>Fort Valley Region Office</b>						
<b>DIVISION</b>	<b>Wildlife Resources Division</b>						
<b>POSITION #</b>	<b>00100289</b>	<b>JOB CODE</b>	<b>FEP051</b>	<b>PAYGRADE</b>	<b>I</b>	<b>ENTRY SALARY</b>	<b>\$32,418.30</b>

### **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

**NOTE:** Applicants that previously applied for this position with deadline dates 6/1/2021, 6/17/2021, 8/24/2021 and 10/12/21 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: WRD Careers  
 2067 US Hwy, 278, SE  
 Social Circle, GA 30025  
[WRD.Careers@dnr.ga.gov](mailto:WRD.Careers@dnr.ga.gov)

**Open until filled**

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### ***Wildlife Technician 3 – Wayne County***

<b>LOCATION</b>	<b>WRD/GM/Brunswick</b>						
<b>DIVISION</b>	<b>Wildlife Resources Division</b>						
<b>POSITION #</b>	<b>00099953</b>	<b>JOB CODE</b>	<b>NRT012</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$35,569.36</b>

#### **JOB DESCRIPTION**

This position is critical for ongoing WMA habitat management, research, and public technical assistance for the Penholoway, Sansavilla and Clayhole Wildlife Management Area work unit of Region 6, located in Wayne and Glynn Counties.

Under broad supervision, specific duties include implementing assigned tasks in annual WMA work plans; utilizing heavy equipment and farm equipment; creation and maintenance of wildlife openings; prescribed burning; placement and maintenance of nest structures for a variety of species; planting trees and shrubs; maintenance of roads, buildings, gates and other structures; maintenance of property boundary and administration of managed hunts. Incumbent is responsible for maintenance of equipment including tractors, farm implements, and other heavy equipment. Collects important biological data for population monitoring of deer, turkey, and avian populations as well as disease monitoring of important wildlife species; provide other public services such as technical guidance for nuisance abatement, habitat development, and serve as after hours on-call person on a rotational basis for emergency response.

#### **MINIMUM QUALIFICATIONS**

Associate's degree in Wildlife Management or a related field from an accredited college or university

**AND**

One year of experience required at the lower level Wildlife Technician 2 (NRT011) or position equivalent.

**OR**

Completion of equivalent coursework (90 quarter hours or 60 semester hours) in Wildlife Management or a related field from an accredited college or university

**AND**

One year of experience required at the lower level Wildlife Technician 2 (NRT011) or position equivalent.

**OR**

High school diploma or GED

**AND**

Two years of experience in the Wildlife Resources Division as a Wildlife Technician 2 (NRT011).

**NOTE:** This position is subject to random drug testing. The selected candidate may be required to pass a drug test before final offer of the position.

**NOTE:** Applicants must possess a Commercial Driver's License (CDL) or be eligible to obtain a CDL.

#### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Employment History in Wildlife Management
- Current or past DNR/WRD Personnel
- Heavy equipment, plumbing, electrical and/or carpentry experience
- A Current Commercial Drivers License
- A four Year Degree in Wildlife Management or an Equivalent Natural Resources Field
- Supervisory experience

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**Wildlife Technician 3 Continued**

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](mailto:WRD.careers@dnr.ga.gov)

**The Deadline date to apply for this position is 12/15/21**

## **Wildlife Technician 1 – Paulding County**

<b>LOCATION</b>	<b>WRD - Game Management - Armuchee</b>						
<b>DIVISION</b>	<b>Wildlife Resources Division</b>						
<b>POSITION #</b>	<b>00212781</b>	<b>JOB CODE</b>	<b>NRT010</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$29,399.50</b>

### **JOB DESCRIPTION**

Under direct supervision, this position is assigned for duties on seven Wildlife Management Areas (WMAs) in the Northwest GA Region and provides other public services such as technical guidance for nuisance abatement, habitat development, and issuing permits for wildlife removal. Specific duties include: implementing habitat management plans; utilizing heavy equipment and farm equipment; creation and maintenance of wildlife openings; prescribed burning; construction, placement, and maintenance of nest structures for a variety of species; maintenance of roads, buildings, gates and other structures; maintenance of property boundary and administration of managed hunts. Serves as after hours on-call person on a rotational basis for emergency response. Incumbent is also responsible for inventory and maintenance of major state equipment including tractors, farm implements, and other heavy equipment. This position will serve on storm/emergency response crews as assigned. This position also assists with all regional WMAs as needed with projects such as research and surveys, and quota deer, dove, turkey and waterfowl hunts.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED

**AND**

One year (2 semesters) of Biology.

### **PREFERRED QUALIFICATIONS**

Preference may be given to:

- Current DNR/WRD employees
- Applicants with employment history in wildlife management
- Applicants with heavy equipment, plumbing, electrical, and/or carpentry experience.
- Applicants with one year of college coursework including biology and wildlife management
- Applicants with a Commercial Driver's License

**NOTE:** Must possess a Commercial Driver's License or eligible to obtain a CDL within 12 months to perform their job.

**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](mailto:WRD.careers@dnr.ga.gov)

**The Deadline date to apply for this position is 12/15/21**

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## **Administrative Assistant 1 – Walton County**

<b>LOCATION</b>	<b>WRD – Headquarters</b>						
<b>DIVISION</b>	<b>Wildlife Resources Division</b>						
<b>POSITION #</b>	<b>00181588</b>	<b>JOB CODE</b>	<b>GST050</b>	<b>PAYGRADE</b>	<b>F</b>	<b>ENTRY SALARY</b>	<b>\$24,332.01</b>

### **JOB DESCRIPTION**

Under general supervision performs a wide range of office administrative duties for the Wildlife Conservation Section. Assists with personnel functions including review and submittal of hiring packages and employee status changes, review of time and labor, and compilation of weekly activity reports. Manages purchasing/procurement, invoice payments, and receipt of donations. Oversees filing and archival of office documents, prepares reports, and manages correspondence. Handles phone reception and provides information to the public.

### **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
- PeopleSoft software applications
- Microsoft Office software applications

**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](mailto:WRD.Careers@dnr.ga.gov)

**The Deadline date to apply for this position is 12/15/21**

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## **Environmental Protection Division Vacancies**

### ***Modeler 1/2/3 – Clayton County***

<b>LOCATION</b>	Air Protection Branch						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00101217</b>	<b>JOB CODE</b>	<b>ETP090</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$43,000.00</b>
			<b>ETP091</b>		<b>K</b>	<b>ENTRY SALARY</b>	<b>\$48,163.15</b>
			<b>ETP092</b>		<b>L</b>	<b>ENTRY SALARY</b>	<b>\$54,424.36</b>

Based on education and experience, the selectee will be hired into one of the above-mentioned job codes.

#### **JOB DESCRIPTION**

This position is located in the Georgia Environmental Protection Division (EPD) – Air Protection Branch – Planning and Support Program – Data and Modeling Unit (DMU) located in Atlanta, Georgia. The DMU applies advanced air quality models to simulate the transport and fate of pollutants in the atmosphere to support state air quality rulemaking packages, State Implementation Plan submittals and development of emission control strategies. The incumbent in this position may be required to utilize programs and elements of Sparse Matrix Operator Kernel Emissions (SMOKE), Motor Vehicle Emission Simulator (MOVES), and NONROAD emissions models; Weather Research and Forecast (WRF) meteorological model; Positive Matrix Factorization (PMF) and Chemical Mass Balance (CMB) observational models; Community Multiscale Air Quality (CMAQ) and Comprehensive Air Quality Model with Extensions (CAMx) photochemical grid models; global climate models; health benefits models; and Visualization Environment for Rich Data Interpretation (VERDI) to view modeling results. The successful candidate will also have strong verbal and written communication skills.

#### **MINIMUM QUALIFICATIONS**

##### **ETP090 – Modeler 1**

Bachelor's degree in a science or engineering discipline with documented proof of experience/proficiency in mathematical modeling and quantitative analysis from an accredited college or university.

##### **ETP091 – Modeler 2**

Bachelor's degree in a science or engineering discipline with documented proof of experience/proficiency in mathematical modeling and quantitative analysis or higher from an accredited college or university

##### **AND**

Experience/ability to interpret/modify existing models as needed, and to formulate scenarios for model testing and evaluation.

##### **ETP092 – Modeler 3**

Bachelor's degree in a science or engineering discipline with documented proof of experience/proficiency in mathematical modeling and quantitative analysis from an accredited college or university

##### **AND**

Ability to interpret/modify existing models as needed and to formulate scenarios for model testing and evaluation.

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## **Modeler 1/2/3 Continued**

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Advanced degree (Master's or Ph.D.)
- Strong background in emissions inventory development, emissions control technologies and/or emissions modeling
- Strong background in meteorological modeling, observational based modeling, numerical modeling and/or air quality modeling
- Familiar with EPA rules and guidance related to emission inventory development and/or air quality modeling
- Strong verbal and written communication skills
- Strong background in scientific computer programming (FORTRAN, Python), database management (MS ACCESS, MYSQL), Geographic Information System (GIS) and/or experience with Linux and Unix

### **Application Instructions:**

Applications must be received through Team Georgia Careers at <http://team.georgia.gov/careers/>. Enter job number ENG00L2 in the "Start your job search" box or [click here](#) .

**The Deadline date to apply for this position is 12/31/21**

## ***Administrative Assistant Supervisor – Fulton County***

<b>LOCATION</b>	<b>Land Protection Branch - Towers</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00101191</b>	<b>JOB CODE</b>	<b>GST053</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$34,289.83</b>

### **JOB DESCRIPTION**

The Georgia Environmental Protection (EPD) Division is seeking to fill the position of Towers Office Manager in the Land Protection Branch. The incumbent in this position will manage a unit that provides administrative and office support services to the branch including clerical work, file retention and recordkeeping services, office equipment (e.g. computers, printers, and copiers) maintenance requests, Georgia Open Records Act (GORA) requests, and purchase orders for general office supplies. This incumbent serves as the liaison between the branch and EPD Human Resources (HR) by preparing personnel action requests, coordinating the delivery of HR packages, and facilitating employee onboarding and off-boarding. The position will also manage facility activities such as initiating building maintenance requests with the Georgia Building Authority. This position also provides administrative support to the Assistant Branch Chief and Branch Chief and works as a team with the Tradeport Office Manager. The ideal candidate will possess the following: experience developing, managing, and implementing new office procedures, effective delegation, team coordination, and communication skills, ability to manage multiple tasks and changing priorities, strong commitment to customer service (internal and external) to ensure a smooth running of the office.

### **MINIMUM QUALIFICATIONS**

Associate's degree from an accredited college or university

**AND**

Four years of advanced level experience in assigned area.

**OR**

Six years of related experience.

**NOTE:** Must have ability to supervise or lead a team.

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Supervisory experience
- Experience with PeopleSoft, Remedy, Concur, and/or Team Georgia Marketplace
- Experience writing and implementing policy, procedures, or guidance
- Experience managing service requests and contractors
- Experience as an administrative assistant or secretary

### **Application Instructions:**

Applications must be received through Team Georgia Careers at <http://team.georgia.gov/careers/>. Click "Search Jobs" and enter job number ADM0CFN in the keyword search box or [click here](#).

**The Deadline date to apply for this position is 12/8/21**

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### ***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 / Emissions and Control Strategies Unit / Clayton County, Atlanta
- Air Protection Branch / VOC/Combustion Unit / Clayton County, Atlanta
- Air Protection Branch / Chemical Minerals Unit / Clayton County, Atlanta
- Air Protection Branch / Planning and Regulatory Development Unit / Clayton County, Atlanta
- Watershed Protection Branch / Municipal Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / Water Quality Modeling Unit / Fulton County, Atlanta
- Watershed Protection Branch / Industrial Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / TMDL Modeling & Development Unit / Fulton County, Atlanta
- Watershed Protection Branch / Safe Dams Unit / Fulton County, Atlanta
- Land Protection Branch/ Hazardous Waste Corrective Action-Remedial Sites Unit 3/ Fulton County, Atlanta
- Land Protection Branch/ Solid Waste Permitting Unit/ Clayton County, Atlanta
- Land Protection Branch/ Response Development Unit 1/ Fulton County, Atlanta
- Land Protection Branch/ Brownfield Unit/ Fulton County, Atlanta
- Land Protection Branch/ Department of Defense Unit/ Fulton County, Atlanta

#### **ENVIRONMENTAL COMPLIANCE SPECIALIST**

- Air Protection Branch / Radioactive Materials Unit / Clayton County, Atlanta
- Air Protection Branch / Vehicle Emissions Inspection/Maintenance Unit / Clayton County, Atlanta
- Air Protection Branch / Compliance Unit / Clayton County, Atlanta
- Air Protection Branch / Data Analysis Unit / 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

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Watershed Protection Branch / Drinking Water Compliance Unit / Fulton County, Atlanta

Watershed Protection Branch / Drinking Water Compliance Unit (Emergency Response) / Fulton County, Atlanta

Watershed Protection Branch / Drinking Water Inspection Unit / Fulton County, Atlanta

Land Protection Branch/Generator Compliance Unit/Fulton County, Atlanta

Land Protection Branch/Lead-Based Paint & Asbestos/Clayton County, Atlanta

Land Protection Branch/Tire Management Unit/Clayton County, Atlanta

District Office / Northeast / Clarke County, Athens

District Office / Coastal / Glynn County, Brunswick

District Office / South West / Dougherty County, Albany

District Office / West Central / Bibb County, Macon

District Office / Mountain / Clayton County, Atlanta

#### **GEOLOGIST**

Watershed Protection Branch / Groundwater Unit / Fulton County, Atlanta

Land Protection Branch/Response Development Unit 1/Fulton County, Atlanta

Land Protection Branch/Response Development Unit 2/Fulton County, Atlanta

Land Protection Branch/Voluntary Remediation Unit/Fulton County, Atlanta

Land Protection Branch/Brownfield Unit/Fulton 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.*