Vacant Position Listing

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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
- Environmental Protection Division: www.GeorgiaEPD.org
- Historic Preservation Division: www.GAshpo.org
- Law Enforcement Division: www.GADNRL.e.org
- Parks and Historic Resources Division: www.GASTateParks.org
- Wildlife Resources Division: www.GeorgiaWildlife.org

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

Return to the Vacant Position Listing
Coastal Resources Division Vacancy

Marine Technician 1 – Glynn County

LOCATION | CRD Headquarters
DIVISION | Coastal Resources Division
POSITION # | 00217302
JOB CODE | NRT050
PAYGRADE | H
ENTRY SALARY | $29,399.50

JOB DESCRIPTION
Under general to direct supervision, the incumbent in this position will be expected to assist in accomplishing the goals and objectives of the Marine Sportfish Population Health Survey (MSPHS), which include conducting multiple biological field studies utilizing entanglement gear deployed from small vessels. The incumbent supports biological and technical staff during the collection of data used to manage Georgia’s marine recreational fisheries; and is responsible for the maintenance and operation of small research vessels in Georgia’s territorial waters. This position requires good overall physical condition and the ability to lift gear and equipment weighing more than 50 pounds. The incumbent must be able to work at sea, often for long periods and in adverse conditions. The incumbent may be required to communicate complex information to various stakeholder groups (scientists, fishing industry, anglers, general public, and elected officials).

MINIMUM QUALIFICATIONS
High school diploma or GED
AND
One year (2 semesters) of Biology.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:
- Experience, training and/or certification in small vessel operations in coastal waters
- Experience in field sampling methodology: deployment, retrieval, and maintenance of sampling gears (gill & trammel nets, trawls, seines, etc.), data collection, and fish ID
- Experience extracting fish otoliths and/or ageing fish in a laboratory setting
- Experience utilizing general databases for field data entry and analysis (MS-Access preferred)
- Possession of a bachelor’s degree in marine biology, fisheries, natural resource management or related field

NOTE: Please direct questions about this position to Ryan Harrell at Ryan.Harrell@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 12/29/20
**State Parks & Historic Sites Division Vacancies**

*Park / Historic Site Manager 2 – Stewart County*

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Florence Marina State Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>State Parks &amp; Historic Sites Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00098943</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>NRP013</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>J</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$35,569.36</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**

Under limited supervision, 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

Two 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's degree from an accredited college or university

AND

Four 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 two years of supervisory experience.

OR

High school diploma or GED

AND

Six 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 two years of supervisory experience.

OR

Three years of experience required as an Assistant Park/Historic Site Manager (NRP011).

OR

One year of experience required as a Park/Historic Site Manager 1 (NRP012).

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: Lisa Keener
2024 Newton Rd.
Albany, GA 31701
Parks3@dnr.ga.gov

The Deadline date to apply for this position is 12/29/20

*Return to the Vacant Position Listing*
Park / Historic Site Assistant Manager – Coffee

LOCATION  General Coffee State Park
DIVISION  State Parks & Historic Sites Division
POSITION #  00099088  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 7)
**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 & 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 12/29/20**
Parks Maintenance Technician 3 – Taliaferro County

LOCATION: AH Stephens State Park
DIVISION: State Parks & Historic Sites Division
POSITION #: 00099323
JOB CODE: NRT032
PAYGRADE: G
ENTRY SALARY: $26,672.14

JOB DESCRIPTION
Job Summary: Under broad supervision, plans and/or implements the maintenance for parks, museums, recreation facilities, or golf courses. Assists in management of park facilities. Supervises and plans work of assigned staff.

Primary Duties & Responsibilities:
• Performs job responsibilities with minimal supervision
• Serves as job expert or organization resource in assigned areas
• Supervises and plans work of assigned staff
• Assists in provision of park programs and recreation activities
• Assists with fertilization and application of herbicides and other necessary treatment programs
• Assists with landscaping, planting, and erosion control
• Collects fees, directs traffic as required
• Maintain inventory; keep related records in accordance with the applicable policies and procedures
• Makes recommendations and initiates repairs, maintenance, and/or renovations of structures, grounds, facilities, roads, and other physical features of area
• Performs various maintenance responsibilities of campsites, cabins, shelters, water systems and all park buildings
• Prepares and maintains a maintenance schedule
• Provides assistance to park/golf course guests as needed
• Repairs and maintains motorized and mechanical equipment and all other equipment as necessary

MINIMUM QUALIFICATIONS
Vocational/Technical degree in a related field from an accredited college
AND
One year of experience in a related area.
OR
High school diploma or GED
AND
Two years of experience in general building, park or golf course maintenance that involved general repairs, building maintenance and ground maintenance.
OR
One year of experience required at the lower level Parks Maintenance Technician 2 (NRT031) or position equivalent.

(CONTINUED ON PAGE 9)
Parks Maintenance 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
State Parks & 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 12/29/20
**Groundskeeper 1/2/3 – Franklin County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Victoria Bryant State Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Parks, Recreation and Historic Sites Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00169950</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>FES030</td>
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<tr>
<td>PAYGRADE</td>
<td>A</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$20,696.00</td>
</tr>
<tr>
<td></td>
<td>FES031</td>
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<td></td>
<td>B</td>
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<tr>
<td></td>
<td>$20,800.00</td>
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<tr>
<td></td>
<td>FES032</td>
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<td></td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>$20,904.00</td>
</tr>
</tbody>
</table>

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

**JOB DESCRIPTION**

Under general supervision, maintains grounds in an attractive and orderly condition by trimming lawns, removing leaves and debris and other related duties. Operates and maintains grounds equipment as necessary.

**Primary Duties & Responsibilities:**
- Cares for established lawns
- Decorates gardens with stones and plants
- Disposes of trash and debris
- Hauls or spreads topsoil, and spreads straw over seeded soil to hold soil in place
- Makes improvements to walks, lanes, sheds, and benches, including painting and minor repairs
- Mixes and sprays or spreads fertilizers, herbicides, or insecticides onto grass, shrubs, and trees, using hand or automatic sprayers or spreaders
- Mows and edges lawns, using power mowers and edgers
- Plant seeds, bulbs, foliage and applies mulch for protection, using gardening tools
- Provides preventive maintenance pertaining to grounds area and/or state cemeteries or park facilities

**MINIMUM QUALIFICATIONS**

**FES030- Groundskeeper 1**

Valid driver’s license.

**FES031- Groundskeeper 2**

Six months of related experience
AND
Valid driver's license.

**FES032- Groundskeeper 3**

One year of related experience
AND
Valid driver's license.
OR
One year of experience at the lower level Groundskeeper 2 (FES031) or position equivalent.

(CONTINUED ON PAGE 11)
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
Parks, Recreation and Historic Sites Division
ATTN: Denise White
1463 Knox Chapel Road
Social Circle, GA 30025
Parks4@dnr.ga.gov

The Deadline date to apply for this position is 1/6/21
**Wildlife Resources Division Vacancies**

*Wildlife Biologist 2 – *Coweta County*

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Coweta or adjacent counties</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00100773</td>
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<tr>
<td>JOB CODE</td>
<td>NRPO61</td>
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<tr>
<td>PAYGRADE</td>
<td>K</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$43,063.23</td>
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</tbody>
</table>

*Successful candidate must reside within one of the following counties: Coweta, Carroll, Fulton, Fayette, Spalding, Meriwether, Troup, or Heard.*

**JOB DESCRIPTION**

Under general supervision, primary duties include the development of detailed population and habitat management plans, data collection and analysis, wildlife disease surveillance, administering deer harvest prescriptions, hosting and teaching management seminars, and providing technical guidance on management of deer, turkeys, feral hogs, and predators.

**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 relative to the ecology and management of deer and turkey habitats and populations in the southeast
- Experience implementing land management activities beneficial to turkeys and deer
- Computer software and mapping experience (e.g. MS word, Excel, Access, GIS/GPS and Arc-GIS)
- Wildlife Resources Division experience

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](mailto:keely.bowen@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: Keely Bowen
2067 US Hwy, 278, SE
Social Circle, GA 30025
[keely.bowen@dnr.ga.gov](mailto:keely.bowen@dnr.ga.gov)

The Deadline date to apply for this position is 1/1/21

*Return to the Vacant Position Listing*
Business Support Analyst 2 – Walton County
This position is open to current DNR employees only.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>WRD Headquarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00099731</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>GSP131</td>
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<td>PAYGRADE</td>
<td>K</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$39,038.32</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under general supervision, coordinates and monitors all aspects or annual budget preparation, accounting and reporting processes, and purchasing procedures for the Division. Reviews all financial reports, budget requests, and amendments. Insures all established deadlines are met by the Division. Coordinates dissemination of all administrative operational information to the sections at state Headquarters level. Insures all administrative policies and procedures relative to DNR Board materials, correspondence, and other administrative processes are consistently followed. Provides critical support to Assistant Director in preparation of necessary correspondence, presentations and reports on administrative functions of the Division including budget, legislation, historical documentation and administrative procedures and policy.

**MINIMUM QUALIFICATIONS**
Bachelor's degree in business or related field from an accredited college or university
AND
Two years of experience related to area of assignment.

**NOTE:** An equivalent combination of education and job specific experience that provide the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- A minimum of 5 years of experience with the Department/Division budget process
- Experience overseeing all Human Resources and Administrative Services processes/procedures

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: Keely Bowen
2067 US Hwy, 278, SE
Social Circle, GA  30025
keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 12/29/20
This position is open to current DNR employees only.

Return to the Vacant Position Listing
*Conference Coordinator 2/3 – Jasper County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Charlie Elliott Wildlife Center</th>
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</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00179927</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>GSP041, GSP042</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>I, K</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$32,418.30, $39,038.32</td>
</tr>
</tbody>
</table>

* Official Title: Communications Specialist 2/3

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

**JOB DESCRIPTION**

As Conference Coordinator, this individual oversees all functions of the Charlie Elliott Conference Center. This includes, but is not limited to, supervising the Conference Center team, conducting intakes on potential customers, booking events in the reservation system, communicating both verbally and electronically with groups and staff, reporting maintenance issues, ensuring food safety compliance, and completing weekly and monthly sales reports. Other responsibilities include purchasing supplies and materials, completing monthly attendance reports, and assisting in other areas as needed. Candidates must be able to lift more than 25 lbs., move furniture or equipment (e.g., tables/chairs/podiums), and work weekends and/or evenings as needed.

**MINIMUM QUALIFICATIONS**

**GSP041 – Conference Coordinator 2**

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

AND

One year of communications or related experience.

OR

Four years of communications or related experience.

OR

One year of experience required at the lower level Communications Specialist 1 (GSP040) or position equivalent.

**GSP042 – Conference Coordinator 3**

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

AND

Two years of communications or related experience.

OR

Five years of communications or related experience.

OR

One year of experience required at the lower level Communications Specialist 2 (GSP041) or position equivalent.

**PREFERRED QUALIFICATIONS**

Preference may be given to:

- Current DNR/WRD employees
- Applicants with 5 years event planning experience
- Applicants with customer service experience
- Applicants with 2 years supervisory experience
- Applicants with Microsoft Office 365 experience

(CONTINUED ON PAGE 15)

Return to the Vacant Position Listing
Conferece Coordinator 2/3 Continued

NOTE: Applicants that previously applied for this position from the DNR Vacancy Announcement with deadline date of 5/26/2020 must 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: Keely Bowen
2067 US Hwy, 278, SE
Social Circle, GA 30025
Keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 1/12/21

Return to the Vacant Position Listing
**Wildlife Technician 1 – Floyd County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>WRD/Game Management/Armuchee</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00213990</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>NRT010</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>H</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$29,399.50</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under direct supervision, specific duties include serving as main contact for nuisance bear issues within the work area; 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 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: Keely Bowen
2067 US Hwy, 278, SE
Social Circle, GA 30025
keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 1/12/21
Wildlife Technician 1 – Paulding County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>WRD/Game Management/Armuchee</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00212781</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>NRT010</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>H</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$29,399.50</td>
</tr>
</tbody>
</table>

Under direct supervision, 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 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: Keely Bowen
2067 US Hwy, 278, SE
Social Circle, GA 30025
keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 1/12/21

Return to the Vacant Position Listing
Wildlife Technician 1 – McIntosh County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>WRD/Game Management/Brunswick</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00100799</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>
<td>$29,399.50</td>
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<td>POSITION #</td>
<td>00185125</td>
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**JOB DESCRIPTION**
Under direct supervision, primary responsibilities will be habitat development on waterfowl impoundments, and providing assistance throughout the region with critical habitat development projects including 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.

**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 an employment history in wildlife management
- Applicants with heavy equipment experience
- Applicants with nuisance wildlife experience
- Applicants with 3 college courses (10 semester hours) in Wildlife Management or related science

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: Keely Bowen
2067 US Hwy, 278, SE
Social Circle, GA 30025
keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 1/12/21

Return to the Vacant Position Listing
Wildlife Technician 1 – Wayne County

LOCATION  WRD/Game Management/Brunswick
DIVISION  Wildlife Resources Division
POSITION #  00212778  JOB CODE  NRT010  PAYGRADE  H  ENTRY SALARY  $29,399.50

JOB DESCRIPTION
Under direct 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
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 an employment history wildlife management
- Applicants with heavy equipment experience
- Applicants with nuisance wildlife experience
- Applicants with 3 college courses (10 semester hours) in Wildlife Management or related science

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: Keely Bowen
2067 US Hwy, 278, SE
Social Circle, GA  30025
keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 1/12/21

Return to the Vacant Position Listing


Wildlife Technician 1 – Dougherty County

<table>
<thead>
<tr>
<th>LOCATION</th>
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<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>
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</tbody>
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**JOB DESCRIPTION**
Under direct 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**
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 an employment history managing habitat for native wildlife
- Applicants with nuisance wildlife experience
- Applicants with one year of college coursework including biology and wildlife management

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: Keely Bowen
2067 US Hwy, 278, SE
Social Circle, GA 30025
keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 1/12/21

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

<table>
<thead>
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<th>LOCATION</th>
<th>WRD – Game Management</th>
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<tbody>
<tr>
<td>DIVISION</td>
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<tr>
<td>POSITION #</td>
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<tr>
<td>ENTRY SALARY</td>
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</tr>
</tbody>
</table>

**JOB DESCRIPTION**
Under direct supervision performs a wide range of office administration and technical-level duties for the Game Management Section. Manages and compiles statewide Building, Land & Lease Inventory of property database; oversees HR functions including items such as maintaining the vacancy log and position status reports, coordination, review, and submittal of hiring packages, employee status changes, and tracking the labor budget. Manages statewide contracts and inventory control procedures; section vehicle fleet data, oversees files, records, and archive processes; enters leave usage; prepares a variety of reports and correspondence in support of the Business Operations Specialist.

**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 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: Keely Bowen
2067 US Hwy, 278, SE
Social Circle, GA 30025
[Keely.bowen@dnr.ga.gov](mailto:Keely.bowen@dnr.ga.gov)

The Deadline date to apply for this position is 1/12/20
Environmental Protection Division Vacancies

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/Combustion Unit / Clayton County, Atlanta
- Watershed Protection Branch / Drinking Water Compliance Unit / Fulton County, Atlanta
- Watershed Protection Branch / Municipal Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / Industrial Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / Safe Dams Unit / Fulton County, Atlanta
- Watershed Protection Branch / Water Quality Modeling Unit / Fulton County, Atlanta
- Land Protection Branch / Solid Waste Management Unit / Clayton 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

ENVIRONMENTAL COMPLIANCE SPECIALIST
- Air Protection Branch / Data Analysis Unit / Clayton County, Atlanta
- Air Protection Branch / Radiation Protection / Clayton County, Atlanta
- Watershed Protection Branch / Drinking Water Inspection Unit / Fulton County, Atlanta
- Watershed Protection Branch / Safe Dams Unit / Fulton County, Atlanta
- Watershed Protection Branch / Municipal Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / Drinking Water Compliance Unit / Fulton County, Atlanta
- Watershed Protection Branch / Stormwater Unit / Fulton County, Atlanta
- Watershed Protection Branch / Ambient Monitoring Unit / Richmond County, Augusta
- Watershed Protection Branch / Ambient Monitoring Unit / Fulton County, Atlanta
- Land Protection Branch/Risk Assessment Unit/Fulton County, Atlanta

(CONTINUED ON PAGE 22)
**EPD Continuous Recruitment Continued**

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

Land Protection Branch/Recovered Materials Unit/Clayton County, Atlanta

Land Protection Branch/Remedial Sites Unit 3/Clayton County, Atlanta

District Office/West Central/Bibb County, Macon

District Office/Southwest/Dougherty County, Albany

**GEOLOGIST**

Land Protection Branch/Risk Assessment Unit/Fulton County, Atlanta

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

Land Protection Branch/Environmental Monitoring Unit/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.