

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Environmental Science Specialist

Position Number: 33008, 33024, 33027

Location: Helena

Department: Transportation

Division and Bureau: Planning / Environmental Services Bureau

Section and Unit: Remediation & Assessment Section

Job Overview:

This position serves as the Department's technical authority in solid and hazardous waste management, analysis and remediation, and regulatory compliance related to all preconstruction, construction and maintenance projects as well as managing environmental compliance-related issues for MDT maintenance facilities. The position is responsible for developing, planning and implementing technical research, initial site assessments, intrusive site investigations, remediation of solid and hazardous waste, administration of contracted services, technical assistance and training, and performing a variety of other complex and technical duties. This position also provides oversight and management of the performance of contractors and consultants who perform a wide variety of tasks for the Department, including solid & hazardous waste assessment and remediation, groundwater quality testing and monitoring, traffic noise evaluations and which include a review of reports for a variety of the work assignments.

Essential Functions (Major Duties or Responsibilities):

Preconstruction / Project Development Functions - 40%

- Conducts environmental analysis and provides information for inclusion into Departments environmental documents for project development as required by the National Environmental Policy Act (NEPA).
- Analyzes and identifies the potential of encountering solid or hazardous waste, impacted soil or groundwater, underground storage tanks, or otherwise contaminated, polluted, regulated, or impacted materials while coordinating with others in the Bureau and Department

- Reviews private developers and Department produced environmental checklists and supporting documentation relating to encroachments and systems impacts to Department right-of-way.

Maintenance / Facility Service Functions – 60%

- Directs, oversees, and manages all activities associated with environmental site investigations.
- Plans and coordinates logistical arrangements and activities associated with environmental site investigations.
- Oversees the work of consultants conducting environmental site investigations to ensure that work products meet professional engineering and Department standards, as well as standards and specifications dictated by state and federal environmental regulations.
- Inspects facilities/structures, prepares reports, initiates contract procedures, and directs and oversees abatement contractors for asbestos containing building materials by collecting samples for laboratory analysis.
- Assists Department’s statewide Maintenance facilities with a variety of environmental issues related to regulatory compliance.
- Directs and oversees implementation of the federal Spill Prevention, Control, and Countermeasures (SPCC) requirements for numerous Department aboveground petroleum storage tank locations.
- Conducts routine inspections and identifies compliance problems.
- Generates innovative approaches to maintaining compliance and initiates corrective actions.
- Performs routine training to provide consistent understanding of federal requirements

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

- May have the potential to be exposed to or contact with hazardous materials / wastes.
- May work in proximity with heavy equipment including drill rigs, front end loaders, back hoes, cranes, dump trucks, and other earth moving equipment.
- Ability to traverse over uneven terrain or in water, sometimes in adverse weather conditions.
- Lifting (less than 50 lbs.)
- Continual walking or standing.
- Operation of motor vehicles.
- Travel statewide to project locations.
- Operating a personal computer for extended periods of time.
- Communicate in writing, in person, over the phone and with computer software systems.

- Ability to manage confrontational situations that may occasionally arise.
- This position may need to be fitted for respiratory protection and participate in a medical surveillance program.

Knowledge, Skills and Abilities (Behaviors):

Knowledge:

- Environmental site investigation procedures and environmental sampling
- Underground storage tank (UST) technology and regulations
- Environmental laboratory analytical methods
- UST systems and aboveground storage tank (ASTs) compliance regulations
- Soil and groundwater treatment technologies
- Hazardous materials detection and identification
- Transportation management
- Use of environmental sampling, monitoring, and field detection equipment.

Skills:

- Ability to use personal computers and a variety of software applications for preparing technical reports, tables, graphs and maps
- Specialized testing and analytical equipment;
- Communicating technical complex, abstract, controversial, and emotional information and decisions to a variety of audiences, negotiating with designers, contractors, and consultants.

Abilities:

- Work collaboratively and independently to effectively manage multiple tasks
- Negotiate with others to benefit the project as well as preserving and/or improving long-term relationships
- Establish project priorities and organize work while coordinating many projects/tasks simultaneously

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's degree in physical or natural sciences, environmental engineering, or a related field.

This position requires four (4) years of progressively responsible experience in environmental impact assessment including project scope development, soil and groundwater sampling experience, reclamation work, report preparation, contract management, consultant oversight, environmental compliance management, technical research or other related relevant experience. Transportation related experience is preferred.

Certifications, licensure, or other credentials include:

- 40-hour OSHA 1920.120 – Hazardous Waste Operations and Emergency Response and 8-hour annual update courses required to maintain certification.

Preferred but not required:

- 24-hour Asbestos Inspector Training and 8-hour annual update course (will provide on the job training)
- Fundamentals of Highway Traffic Noise (will provide on the job training)

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

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| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| 035 Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

Human Resources:

Signature

Title

Date