

DESCRIPTION: Under limited supervision, collects, compiles, and analyzes environmental data and information; reviews and coordinates the flow of environmental data, records, reports, and documents required to comply with Federal and State environmental program regulations and standards. Prepares reports and environmental permit and compliance documents. Monitors and coordinates environmental permit application processes; manages, coordinates, and/or monitors environmental program compliance. Trains agency, state, and local public officials and staff on Federal and State environmental program regulations, procedures, standards, and requirements. May provide consultant oversight and monitor, review, and coordinate consultant deliverables; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a single level, full performance classification where the primary and predominant responsibility of positions is to perform professional level scientific and technical environmental assessment and compliance work for the Nebraska Department of Roads (NDOR). New incumbents will be trained and closely supervised initially, and then given assignments that are more complex with greater independence. All positions assigned to this class will be expected to perform any of the duties described below. The scope of work at full performance will include these and similar activities: assessing the environmental impact of construction or maintenance projects; planning and consulting for environmental mitigation efforts; analyzing noise, water, or land pollution conditions; and preparing and negotiating project permits and compliance corrective actions. Positions are not expected to supervise assigned employees on a regular basis, but depending on project and work unit assignments, they could coordinate and monitor the work of co-workers, other agency staff, and contracted workers or consultants.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples of work include all the duties that may be assigned.)

Survey and Data Collection - Plans and conducts surveys and assessments pertinent to environmental issues on state transportation projects and facilities; Utilizes Geographic Information System (GIS) and Global Positioning System (GPS) for data collection and interpretation; Conducts desk top reviews and field monitoring to assess site conditions.

Compliance Evaluation - Coordinates monitoring and conduct inspections related to environmental issues and commitments from various environmental resource agencies on NDOR right of way (ROW) and facilities; Utilizes various reporting tools to document monitoring and inspection activities; Updates plans and reports to ensure that inspection and monitoring activities are being properly documented.

Information Communication - Reviews Federal and State regulations and guidance documents, and Memorandum, Federal Register Notices, professional journals, and trade magazines to maintain awareness of emerging issues; Maintains databases, research records, files, and field notes, project plans and reports, and reference material to retain findings, evaluations made, and actions initiated concerning environmental impacts of NDOR projects; Develops, reviews, and coordinates scope of services and cost estimates; Performs contract administration and negotiation duties for environmental service contracts.

E45430 – HIGHWAY ENVIRONMENTAL BIOLOGIST (continued)

Guidance and Training - Researches professional standards and publications, governmental regulations, criteria, and proposals pertinent to environmental topics to assist in development of agency plans, guidance, procedures, and policies; Develops, reviews, coordinates, and communicates environmental policies, programs, and guidance to internal employees, contractors, consultants and public agencies; Develops and presents training materials on environmental topics for internal employees, contractors, consultants and public agencies.

Analyze and Interpret Data - Uses databases and analysis techniques to interpret and summarize environmental data to identify problems and develop solutions and make recommendations; Analyzes survey data and plans to develop strategies to avoid and minimize potential highway construction affects to environmental resources that may occur within the project corridor; Interprets and generates plans, maps, reports and GIS database resources to identify and locate environmental features and conditions; Collects, analyzes, and compiles technical data using computer applications and databases to support development of documents and consultations with resource/regulatory agencies.

Document Preparation - Prepares plans, reports and permits necessary to communicate with environmental agencies, contractors, and NDOR staff the environmental issues associated with a project, ROW, or facility; Writes, reviews, and edits technical guidelines, construction specifications, environmental commitment documents for NDOR construction and maintenance projects and activities; Prepares research proposals and coordinates with university personnel on the project implementations.

Coordination and Communication - Coordinates with Federal and State agency representatives during environmental reviews; Coordinates and attends agency meetings to participate in identification and assessment of environmental issues associated with projects, ROW, and facilities; Coordinates and manages consultant deliverables; Attends meetings, preparing responses to comments on reports, proposals, or other statements; Confers with landowners and representatives of Federal, State and Local agencies to share project impact information, to negotiate courses of action, and to achieve mutual objectives; Coordinates with interdisciplinary teams to develop recommendations and plans to mitigate adverse impacts associated with projects, ROW, and facilities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles of environmental, ecological, biological, or physical sciences pertinent to the work assigned; federal laws, State statutes, and regulations of federal and State environmental and other pertinent resource/regulatory agencies; environmental, physical, and technical evaluation and assessment techniques; the NDOR environmental programs, processes, and policies; project terminology and practices.

Skill in: accessing and manipulating numeric and graphic data to generate charts, tables, and graphs within mainframe and personal computer environments; using specific software and databases such as Geographic Information System and Global Positioning System.

E45430 – HIGHWAY ENVIRONMENTAL BIOLOGIST (continued)

Ability to: understand and apply agency policies, criteria, and processes; interpret and apply technical environmental regulations and standards; evaluate and determine alternatives for reducing adverse impacts of agency projects or operational activities; comprehend and apply maps, design material, and construction plans; interact with NDOR and other agencies staff, representatives of resource/regulatory agencies and local jurisdictions, and the public; communicate in person and by telephone, email, and correspondence, in a technical and non-technical manner, data, reports, and recommendations to individuals and groups; collect data using proper scientific research methodology; assess the relevance, accuracy, and completeness of data; develop alternative corrective actions and similar proposals.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in a scientific or technical discipline related to environmental assessment or compliance review principles and practices including but not limited to biological sciences, agricultural/soil sciences, geography, ecology/environmental studies, or related engineering disciplines, and one year of experience performing research, investigative, or compliance work related to environmental or other technical assessments of the impact of construction, engineering, or similar projects. Additional years of progressively responsible experience in the above work may substitute for the Bachelor's degree requirement on a year for year basis.

SPECIAL NOTES:

Some positions in this class may require training or experience in using agency related or job related computer applications or databases such as ARC-GIS software, GeoPak, Descartes, Microstation, and environmental modeling software.

Some positions in this class may require possession of a valid driver's license. Some positions in this class may require possession of licenses or certifications in job related practices.

Some positions in this class may require exposure to loud noise, heavy equipment, or adverse weather conditions (e.g., heat, cold, precipitation, or wind), or require movement across difficult terrain.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).