

Click one of these links to see the Job Description for that class:

Job Code	Title
E45431	Highway Environmental Biologist I
E45432	Highway Environmental Biologist II
E45433	Highway Environmental Biologist III
V45434	Highway Environmental Supervisor
V45435	Highway Environmental Manager

Highway Environmental Series

Job Family

DESCRIPTION OF OCCUPATIONAL WORK

Positions in this series perform a variety of environmental activities to support the mission of the Nebraska Department of Transportation (NDOT). The scope of work performed ranges from collecting and analyzing environmental data to managing the activities and operations of the Environmental section of NDOT. Positions within the second and third levels may perform work of the lower levels but would also be assigned the higher-level work of their classification, increased complexity, and greater independent decision-making authority. Some positions in this series may have focused responsibilities in one project or program while others may perform duties and responsibilities in a variety of areas.

Highway Environmental Biologist I

E45431

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

Under general 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. Provides environmental guidance throughout the design and construction phases of projects. Provides regulatory advice and decisions throughout the design process for environmental permitting. Makes field observations and performs data collection to establish the extents, boundaries, and context for various environmental resources per assigned program responsibilities. Manages day-to-day, weekly, and seasonal schedules which requires independent coordination with other environmental staff, other Nebraska Department of Transportation (NDOT) Divisions, District Construction offices, Local Public Agencies, landowners, and project stakeholders.

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

Participates in 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.

Reviews Federal and State regulations and guidance documents, Memorandum, Federal Register Notices, and professional journals to maintain awareness of emerging issues; maintains databases, research records, files, field notes, project plans, reports, and reference material to retain findings, evaluations made, and actions initiated concerning environmental impacts of NDOT projects.

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.

Prepares plans, reports, and permits necessary to communicate with environmental agencies, contractors, and NDOT staff the environmental issues associated with a project, Rights-of-Way (ROW), or facility; writes, reviews, and edits technical guidelines, construction specifications, environmental commitment documents for NDOT construction and maintenance projects and activities.

Coordinates with Federal and State agency representatives during environmental reviews; attends agency meetings to participate in identification and assessment of environmental issues associated with projects, ROW, and facilities. Attends meetings, preparing responses to comments on reports, proposals, or other statements.

[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.

Ability to: understand and apply agency policies, criteria, and processes; interpret and apply technical environmental regulations and standards; comprehend and apply maps, design material, and construction plans; interact with NDOT and other agency's staff, representatives of resource/regulatory agencies and local jurisdictions, and the public; communicate orally and in writing; explain 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; use specific software and databases such as GIS and GPS applications.

[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, landscape architecture, ecology/environmental studies, or related engineering disciplines. Additional years of experience in the above work areas may substitute for the bachelor's degree requirement on a year for year basis.

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Highway Environmental Biologist II

E45432

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

Under limited supervision, performs advanced technical professional work in a specific environmental discipline for the Nebraska Department of Transportation (NDOT). Manages, coordinates, and/or monitors program compliance. Reviews technical documents, reports, and correspondence for assigned environmental program. Provides program level guidance and direction to peers, outside facilities, property owners and representatives of Federal, State and Local agencies. Trains agency, state, and local public officials and staff on federal and State program regulations, procedures, standards, and requirements. Implements decisions based on independent evaluations. Provides oversight and execution of decisions and provides justification using applicable regulations, technical guidelines, construction specifications and environmental commitment documents. May have lead worker responsibilities; may be considered the subject matter expert in a particular environmental program; provides guidance across the agency or has oversight on several programs in distinctively different areas.

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

Plans and conducts surveys and assessments pertinent to environmental issues on NDOT projects and facilities; Utilizes GISGPS for data collection and interpretation; Conducts desk top reviews and field monitoring to assess site conditions.

Coordinates monitoring and conducts inspections related to environmental issues and commitments from various environmental resource agencies on projects 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.

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 assigned projects; develops, reviews, and coordinates scope of services and cost estimates including contract or agreement negotiations with consultants; monitors and manages contracted work deliverables and schedules, including development of consultant deliverable evaluations.

Researches professional standards and publications, governmental regulations, criteria, and proposals pertinent to environmental topics to assist in development of agency programs, 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 entities.

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 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.

Prepares plans, reports, and permits necessary to communicate with agencies, contractors, and agency staff the environmental issues associated with the assigned program, project, ROW, and/or facility; writes, reviews, and edits technical guidelines, construction specifications, environmental commitment documents for construction and maintenance projects and activities; prepares research proposals and coordinates with university personnel on the project implementations.

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 programs, projects, and facilities; 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/program 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.

Serves as a member of Programmatic Agreement, Policy, and Guidance development teams; participates in the development of database and/or modeling software, and tracking/reporting tools.

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

Knowledge of: Advanced 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; contract negotiations and administration; cost estimating; training methodologies; project/program impact information; survey and data collection analysis; environmental compliance; environmental permitting.

Ability to: develop, review, coordinate and provide guidance on new or revised environmental policies and programs; evaluate and determine alternatives for reducing adverse impacts of agency projects or operational activities; prepare research proposals; negotiate courses of action; mitigate adverse impacts; understand and apply agency policies, criteria, and processes; interpret and apply technical environmental regulations and standards; comprehend and apply maps, design material, and construction plans; interact with NDOT and other agencies staff, representatives of resource/regulatory agencies and local jurisdictions, and the public; communicate orally and in writing; explain 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; use specific software and databases such as GIS and GPS applications.

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, Historic Properties, landscape architecture, or related engineering disciplines, AND two (2) years' 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 experience in the above work areas may substitute for the bachelor's degree requirement on a year for year basis. Advanced degree may substitute for one of the two years' required experience.

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Highway Environmental Biologist III

E45433

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

Under limited supervision positions in this class serve either as a member of the Nebraska Department of Transportation's Environmental Project Delivery Team (Super Team) OR as a technical expert in a high-level environmental specialty area OR as a program manager in a supervisory capacity.

Positions in this class function as a technical/subject matter expert in an environmental specialty area having significant impact and assignments that entail responsibility for functions of significant scope and complexity requiring advanced or comprehensive environmental knowledge. Work of this class includes resolving complex environmental project/program issues while ensuring compliance with relevant laws, standards, and program regulations.

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

Coordinates with planning engineers, the public, land-owners, resource agencies and elected officials to ensure environmental considerations are identified early in the project planning process.

Communicates and negotiates resolutions to identified environmental issues with environmental resources agencies, regulatory agencies, NDOT Roadway Design, and NDOT Construction staff to produce buildable highway plans.

Coordinates with environmental consultants and agency liaisons to produce relevant documentation that are required by the Federal Highway Administration (FHWA) prior to obligation of Federal funds.

Reviews Environmental Impact Statements, Environmental Assessments, and Categorical Exclusions for compliance.

Ensures compliance with project specific permits, National Environmental Policy Act (NEPA) documents, commitments, and applicable environmental laws and regulations. Ensures accountability to project schedules, cost, and scope.

Participates in the planning and execution of meaningful public engagement for project delivery. Represents NDOT at project management meetings, public information meetings and hearings, city/county meetings, LPA/RC trainings, conferences, and seminars.

Reviews, approves and/or recommends approval of complex environmental documents.

Reviews and approves project impact assessments, studies, and proposed mitigation measures for coordination with federal and state agencies.

Manages consultant contracts to ensure accountability to cost, deliverables, and schedule; develops contracts with consultants for negotiated prices; reviews and approves consultant project invoicing.

Ensures necessary project tasks are adequately described in project schedules, including the correct tasks as well as reasonable durations.

Communicates and coordinates with the Environmental Project Delivery Team (Super Team) as it relates to program area of expertise and the project delivery process.

Identifies NDOT delivery risks and develops solutions to avoid project delays through management and mitigation strategies.

Coordinates with Environmental Super Team members and other NDOT Super Team members to efficiently deliver construction projects; leads discussions on technical resource review requirements as it relates to project delivery processes.

Engages Federal, State, and Local resource and regulatory agencies, Local Public Agencies, Landowners, and Consultants to share project impact information, negotiate courses of action, and achieve mutual objectives, which includes leading discussions with external entities on Programmatic Agreements and changes in regulatory framework and subsequent resource review protocols, as well as ensuring all reporting requirements associated with programmatic agreements are completed on time.

Participates in quality assurance and quality control (both processes and deliverables). Plans, prepares, participates, and presents program audits

Develops processes and procedures for individual components of complex programs which are encompassed within the environmental review and documentation process.

Conducts project analysis and prepares environmental documentation and approvals, including technical environmental analysis reports, categorical exclusion, professional qualified staff memoranda or NEPA documentation.

Develops, reviews, and coordinates detailed scopes of services and cost estimates, that align with overall project schedules; conducts effective project negotiations to maintain cost control; develops and maintains agreements for supportive services, such as liaison positions within external agencies; manages consultant contracts to ensure accountability to cost, deliverables and schedule.

Manages and/or administers technical programmatic agreement processes, analysis, reporting, budgeting; coordinates programmatic agreement with associated resource agency staff and associated agency liaison staff; leads public involvement and/or stakeholder coordination efforts. associated with technical program area of expertise and/or programmatic agreement requirements; develops and leads coordination/ negotiation of technical programmatic agreements, supplements, and subsequent agreement renewals.

Assigns and supervises work activities and schedules of assigned employees to accomplish work objectives, priorities, and assignments and to balance workloads and leave schedules; confers with employees about work plans, priorities, deadlines, and problems to resolve operational issues and delays.

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

Knowledge of: engineering principles applicable to construction projects and associated environmental concerns; environmental assessment, mitigation, and compliance processes and the functions of resource/regulatory agencies; federal and state environmental laws, statutes, and regulations pertinent to the specialized resource program assigned; internal agency project scheduling/delivery processes and procedures; project scope, planning and management; public engagement; environmental science principles and methods.

Ability to: read, understand and assess engineering plans for potential environmental impacts; understand, interpret, and implement State and Federal rules, laws and regulations, and agency standards, policies and procedures; analyze and evaluate available information and draw reasonable conclusions; communicate with the public, consultants, environmental resource agencies, regulatory agencies, environmental professionals and agency employees at all levels, and State, local, federal government officials; effectively communicate information to others orally and in writing.

[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 the physical sciences, natural sciences, environmental science, geology, biology, agronomy, civil engineering, environmental engineering, landscape architecture or related field, AND three (3) years' experience working with environmental documentation and/or compliance, specifically in the fields of NEPA, wetlands and waterways delineation and permitting, stormwater permitting, Historic Properties or other environmental technical support subject matter disciplines. Additional years of experience in the above work areas may substitute for the bachelor's degree requirement on a year for year basis. Advanced degree in a field listed above may substitute for two of the three years' required experience.

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Highway Environmental Supervisor

V45434

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

Under limited supervision, plans, organizes, and administers Nebraska Department of Transportation (NDOT) state-wide and federally funded Local Public Agency environmental program activities such as preparation of environmental documentation, historic and paleontological investigations, wetlands review and mitigation, endangered and threatened species, storm water management, roadside stabilization, and/or environmental design and environmental management systems; supervises assigned professional and technical level staff; confers with representatives of the Federal Highway Administration and various resource/regulatory agencies such as the U.S. Army Corp of Engineers, Nebraska Department of Environment and Energy, U.S. Environmental Protection Agency, History Nebraska, U.S. Fish and Wildlife Service, Nebraska Game and Parks Commission and others; performs related work as assigned.

Positions at this level supervise professional level scientific positions, manage work unit administrative activities, direct and coordinate unit projects, and develop and implement unit policies, processes, and directives. Positions may be responsible for various functions of the agency's environmental program such as field studies or impact assessments, regulatory/technical compliance reviews, interagency/jurisdiction liaisons, and agency and contractor technical assistance coordination activities.

Positions in this class would not exercise program and administrative authority and responsibility over the agency's entire environmental program.

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

Directs work unit activities to ensure external coordination with other agency units, state and other government agencies and interested parties; recommends unit budget and other resource needs.

Assigns and supervises work activities and schedules of assigned employees to accomplish work objectives, priorities, and assignments and to balance workloads and leave schedules; confers with employees about work plans, priorities, deadlines, and problems to resolve operational issues and delays.

Trains, guides, and counsels assigned employees to develop their performance capacities and to ensure consistent implementation of policies, procedures, and standards; develops and directs training programs.

Develops and applies employee selection and performance management criteria and procedures to evaluate applicant capabilities and employee performance, to recommend personnel actions, and to record/document assessments made; may make final selection of new employees.

Interprets and applies governmental regulations pertinent to agency construction and maintenance projects, environmental assessments, and other program needs; directs the development and implementation of unit policies, procedures, and criteria to comply with these regulations.

Reviews agency project designs for their potential impact and compliance with regulatory requirements; reviews and approves documents and plans to mitigate identified impacts on wetland sites, endangered and threatened species, or storm water stabilization conditions; inspects work sites as needed to ensure compliance with plans, specifications, and requirements.

Confers with pertinent resource/regulatory agencies to review design plans and assess the impact of various revisions to local environmental conditions caused by agency projects; confers with county and other local government officials to assist them in the environmental assessment and permitting processes; confers with Federal Highway Administration officials to discuss program related documents, assessments, and permit requests.

Reviews requests and negotiates/obtains permits from resource/regulatory agencies pertinent to the impact of agency projects and activities on local environmental conditions including Section 404 Permits from the U.S. Army Corp of Engineers, Section 401 Water Quality Certification and Storm Water run-off permits from Nebraska Department of Environment and Energy, and/or Floodplain Permits from local governing agencies or the Federal Emergency Management Agency.

Serves as agency representative and expert witness at administrative meetings and at court proceedings to explain agency efforts to mitigate the impact of agency projects and resolve issues about these efforts.

Mediates between NDOT, resource/regulatory agencies, contractors, and the public during projects; negotiates with owners, resource/regulatory agencies, and/or engineers to identify differences and achieve consensus between environmental program requirements and project needs and to develop agreements.

Prepares correspondence, and administrative and financial records and reports to provide information and explanations to various customers, and to document activities managed; oversees development and maintenance of operational manuals and reference/resource material pertinent to the program managed.

Attends meetings of transportation and environmental associations and organizations to share/present program information and proposals and/or agency perspective on environmental program initiatives, activities, and issues.

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

Knowledge of: the National Environmental Policy Act (NEPA); principles and concepts pertinent to the environmental and scientific activities and needs pertinent to the program managed; techniques for identifying current and required environmental conditions; the purposes and requirements of the State and federal laws and regulations governing the program managed; the terminology, documents, and general practices used in construction and maintenance projects and plans; attitudes of contractors, property owners, and the public toward environmental issues; state and federal statutes and laws and environment rules and regulations; types and requirements of environmental permits governing agency projects; NDOT construction and maintenance projects and operations from initial concept to final completion; roadway, structural, and drainage design processes; NDOT Standards and Specifications.

Skill in: writing detailed and persuasive proposals and letters; resolving problems and reaching consensus between various resource/regulatory agencies and groups having diverge viewpoints.

Ability to: communicate technical, non-technical, and legal information to the public and prepare correspondence, detailed administrative and technical program reports, and presentations; interact, consult with, and counsel others; apply judgment and problem solving techniques to resolve program needs and problems within established directives; present information to and answer questions of representatives and groups with diverse interests in a confrontational environment; communicate; supervise, evaluate, and counsel professional level and other technical support staff.

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 the physical sciences, natural sciences, environmental science, biology, agronomy, civil engineering, environmental engineering, landscape architecture or related field, AND four (4) years' experience working with environmental documentation and/or compliance, specifically in the fields of NEPA, wetlands and waterways delineation and permitting, stormwater permitting, Historic Properties or other environmental technical support subject matter disciplines. Additional years of experience in the above work areas may substitute for the bachelor's degree requirement on a year for year basis. Advanced degree in a field listed above may substitute for two of the four years' required experience.

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Highway Environmental Manager

V45435

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

Under administrative direction, the single position in this class plans, organizes, and manages the work unit activities and operations of the Environmental section of the Nebraska Department of Transportation (NDOT) involving environmental assessment, documentation, and permitting in areas such as wetlands mitigation, endangered and threatened series, storm water management and roadside stabilization, and environmental design and management; directs and supervises the work of assigned employees, consultants, and liaison workers employed by external programs and government agencies such as the Highway Archeology/Paleontology programs and various federal resource/regulatory agencies; oversees and approves the development of program goals, plans, processes, and criteria relative to section programs and functions; performs related work as assigned.

Position(s) in this class directs managers, supervisors, professional level scientific, technical, and other support positions, and coordinates various work units and section projects with other agency sections and divisions, and external State and federal resource/regulatory agencies. This position will develop and implement section policies, processes, and directives, which impact NDOT's statewide environmental program functions, interagency and inter-jurisdiction program operations, and agency and contractor technical oversight and coordination activities.

The position(s) allocated to this class exercises operational program and administrative authority and responsibility over the agency's environmental program and project activities. Positions with supervisory responsibility for individual work units within this section are classified to the Highway Environmental Supervisor class. Non-supervisory/managerial professional level positions are classified to other environment related or lower-level classes within this series.

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

Plans and manages activities of assigned agency work units and employees with external agencies and workers to ensure internal and external coordination with state and other government agencies and interested entities to resolve administrative or programmatic issues and operational delays.

Confers with assigned employees and consultants to obtain information needed for budgets and work plans, schedules, priorities, and deadlines; recommends budget and other resource needs of the section.

Assigns and supervises work activities and monitors schedules of assigned managers and other employees and consultants to ensure attainment of work goals and priorities and completion of assignments and to balance workloads and leave schedules.

Trains, guides, and confers with assigned managers and other employees to develop their performance capacities and to ensure consistent application of policies, procedures, and standards.

Applies employee selection and performance management criteria and procedures to evaluate applicant capabilities and assigned managerial and other employees' performance and to recommend personnel actions and to record/document assessments made.

Confers with NDOT divisional managers, district engineers, and employees to provide expert environmental evaluations about the impacts of agency projects and to participate in the development of work scopes and executing of work activities for projects from conception to letting for construction and associated environmental compliance; confers with representatives of environmental resource/regulatory agencies and the Federal Highway Administration (FHWA) to identify and resolve environmental issues and concerns associated with agency project and maintenance activities; conducts periodic interagency meetings concerning transportation projects and environmental activities.

Reviews, provides comments, and approves all NDOT and local public agency environmental documents for projects seeking federal aid funds from the FHWA.

Directs the development, implementation, and updating of NDOT's state-wide environmental procedures manual and environmental management system to ensure attainment of agency goals and compliance with all environmental laws, statutes, rules, and regulations.

Oversees the planning and organizing of and conducts environmental training classes for agency employees and external partners participating in the planning, design, and execution of NDOT and other federally funded projects.

Prepares correspondence, and administrative, statistical, and financial records and reports to provide information and explanations to senior agency managers and to document activities of the section managed.

Oversees archeology and paleontology programs in conjunction with University of Nebraska and Nebraska State Historical Society employees; oversees the qualification of environmental consultants and review of their proposals and estimates.

Provides liaison between NDOT and federal resource/regulatory agencies; negotiates resolutions to differences between agency project employees and resource/regulatory agencies and interest groups.

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

Knowledge of: engineering principles applicable to construction projects and associated environmental concerns; environmental assessment, mitigation, and compliance processes and the functions of resource/regulatory agencies; federal and state environmental laws, statutes, and regulations pertinent to the programs managed; internal agency project scheduling processes and procedures; State personnel rules and policies and labor contracts; environmental science principles and methods; plan, develop and coordinate projects and surveys; plan and coordinate the work of assigned employees; interpret environmental laws, regulations, standards, and policies; applied environmental assessment and mitigation techniques.

Ability to: communicate to express technical ideas, proposals and requirements; interact with co-workers, governmental officials, resource/regulatory agency employees, professional group representatives, the media, and the public; identify non-compliance activities/problems, determine feasible cost effective solutions, and make appropriate decisions; supervise, evaluate, and motivate assigned employees; compose administrative correspondence, legal documents, and public information; analyze work processes and implement effective processes and methods; establish and respond to multiple, shifting priorities; prepare and administer an environmental mitigation and monitoring program budget; identify core issues and negotiate with contentious parties to solve disputes.

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 the physical sciences, natural sciences, environmental science, biology, agronomy, civil engineering, environmental engineering, landscape architecture or related field, AND six (6) years' experience working with environmental documentation and/or compliance, specifically in the fields of NEPA, wetlands and waterways delineation and permitting, stormwater permitting, Historic Properties or other environmental technical support subject matter disciplines. Additional years of experience in the above work areas may substitute for the bachelor's degree requirement on a year for year basis. Advanced degree in a field listed above may substitute for two (2) of the required six years' experience.

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LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Certain positions at the Hwy Environmental Biologist II and III levels will require a master's degree per section 106 of the National Historic Preservation (must meet Secretary of the Interior Standards).

NDOT's Programmatic Agreement (PA) with FHWA, the Advisory Council on Historic Properties (ACHP), and History Nebraska governs NDOT's environmental review procedures in accordance with Section 106 of the Historic Preservation Act. This PA also requires NDOT Professionally Qualified Staff (PQS) to meet U.S. Secretary of the Interior (SOI) Standards and Guidelines. These standards dictate graduate program requirements and specific durations of experience in research, administration or management, and field survey and analysis.

SPECIAL NOTES APPLICABLE TO ALL LEVELS:

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).

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

Some positions 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.

Some positions may require an applicant to possess or obtain a current professional license/degree/certification within a professional field prior to appointment to the class.

Positions may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation, to perform work-related travel.

Regular day travel within the state is required, overnight travel on occasion. It may be necessary to work irregular hours to accomplish work tasks.

Each credentialed individual is responsible for maintaining certificates or records of continuing competency activities.

Established: 04/24

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date