

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ENVIRONMENTAL PROTECTION SPECIALIST III -  
Regulatory Integration and Compliance

SALARY GROUP: B20

DEPARTMENT: Facilities Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Melinda Brewer DATE: 06/04/13

POSITION #: 022524

**I. JOB SUMMARY**

Performs highly complex environmental, public health, and safety work. Work involves coordinating inspections, surveys, assessments, and investigations to ensure compliance with environmental laws; evaluating environmental impact; and identifying health and safety hazards and other sources that can affect the health of the environment and population. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Coordinates and conducts inspections, field surveys, assessments, investigations, and technical reviews to ensure compliance with applicable state and federal environmental quality laws, rules, regulations, policies, and procedures; and conducts Division Level Operational Reviews and Annual Compliance Inspections.
  - B. Evaluates the environmental public health and safety impact at agency facilities; coordinates with staff and other state, federal, and regulatory agencies and various groups on environmental and public health issues; reviews and recommends changes to policies, procedures, and guidelines and assists in the implementation; and provides guidance and interpretation of laws, regulations, and procedures.
  - C. Plans, coordinates, schedules, conducts, and approves surveys, tests, and technical reporting requirements for project clearance; prepares and reviews correspondence, technical reports, agreements, contracts, bids, and environmental documentation; and represents departments in bids, negotiation of contracts, and settlement of conflicts.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Environmental Science, Biology, Chemistry, Engineering, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning environmental experience. Experience must include one of the following: hazardous materials, hazardous waste, solid waste disposal, waste minimization and recycling, pollution prevention and clean-up, wastewater, potable water, occupational health, industrial hygiene, or cultural and environmental issues.

**B. Knowledge and Skills**

1. Knowledge of applicable local, state, and federal laws and regulations related to environmental issues.
2. Knowledge of environmental, chemical, and biological analysis techniques and procedures.
3. Knowledge of the application of scientific and engineering principles to industrial and community occupational and environmental health problems.
4. Knowledge of environmental issues related to the assigned area.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill in analysis and problem-solving techniques related to agency environmental program activities.
9. Skill to operate and maintain environmental hazard detection equipment.

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10. Skill to plan and organize environmental programs.
11. Skill to conduct inspections, surveys, investigative research, and studies.
12. Skill to interpret complex laboratory analysis of environmental samples and recommend appropriate actions.
13. Skill in public address.
14. Skill to review technical data and prepare technical reports.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, solvents, silica, asbestos, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, vibration, working with hands in water, working below ground, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, environmental hazard detection equipment, and automobile.