

Classification Title	Natural Resource Specialist		
FLSA Status	Exempt	Job Type	Full-Time

GENERAL SUMMARY

Conducts field inspections and technical work related to district rule and district management plan compliance; accurately reports observations; conducts well inspections, conducts water quality sampling, water flow testing, and water level measurements from water wells; updates and maintains records for assigned program areas; installs and maintains field equipment associated with assigned program areas; assists staff and cooperators regarding district conservation education programs; and performs other duties as scheduled.

Safety is #1 at the District: We expect every employee: to 1) Strictly follow safety policies, rules, and safe work methods. 2) Promptly correct or report safety hazards or unsafe conditions. Immediately report injuries for prompt diagnosis and treatment. 3) Make regular suggestions for safety process improvements to support continuous safety improvement.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Conducts site visits and site evaluations, including inspection of groundwater wells. Documents condition of wells to establish compliance with District rules, TCEQ requirement, and TDLR requirements. Conducts spot checks of production metering.
- Compiles data and documentation including data entry and records management. Manages production reporting data entry and formatting.
- Operates, calibrates and maintains field instrumentation such as pressure transducers, sonic meters, flow meters, multi-probes for water quality, and downhole camera. Documents all required calibration and maintenance; Conducts and documents all monitoring efforts in accordance with the most current Texas Commission on Environmental Quality (TCEQ) Procedures, Quality Assurance Project Plan and monitoring plan.
- Develops reports and dissemination tools to provide environmental data to internal and external customers. Conducts public presentations to technical and community groups.
- Presents a positive image for the District when interacting with stakeholders, constituents and media outlets and participates in outreach and education events to promote groundwater stewardship.
- Works under general supervision. Work is occasionally directed in several aspects and is moderately independent referring to policies, practices, processes, and procedures. Exercises discretion and independent judgment in significant matters. Refers more complex matters to the supervisor. Uses initiative and discretion in carrying out recurring assignments. Works collaboratively with others.

- Performs all other duties as assigned by the supervisor.

SUPERVISORY REQUIREMENTS

- None

MINIMUM QUALIFICATIONS

Required Education and Experience

An undergraduate degree from an accredited college or university in Geology, Environmental Science, related science or engineering discipline, OR two (2) years of progressively responsible experience in hydrogeology and scientific modeling, data management, data analysis, research, and principles; OR two (2) years of experience in groundwater management or water well design and construction; OR a combination of experience and education that results in the required knowledge, skills, and abilities.

Required Licenses or Certifications

Must have and maintain a valid driver's license and an insurable driving record.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

The requirements listed below are representative of the knowledge, skills and abilities required to successfully perform the essential functions of this position.

Knowledge of:

- Microsoft Office Suite

Skills and Abilities:

- Oral and written communication
- Organization and time management
- Establish and maintain effective relationships

WORK ENVIRONMENT/CONDITIONS AND PHYSICAL DEMANDS

Work Environment and Physical Effort: (check the appropriate box:)

Work Environment	Physical Effort Requirements		
	Sedentary	Medium	Heavy
Good: Office or similar indoor environment, relatively free from unpleasant environmental conditions or hazards.	☐	☐	☐
Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work.	☒	☐	☐
Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.	☐	☐	☐

Sedentary: Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Medium: Exerting up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Heavy: Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORK ENVIRONMENT/CONDITIONS AND PHYSICAL DEMANDS continued

Work Locations: (select one frequency choice for each location listed:)

	Work Environment Locations		
Work Locations: Indicate how often the work requires the employee to be in the following types of environments:	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment	☐	☐	☒
Outdoor environment	☐	☐	☒
Street environment (near moving traffic)	☒	☐	☐
Construction site	☐	☒	☐
Confined space	☒	☐	☐
Vehicle	☐	☐	☒
Warehouse environment	☒	☐	☐
Other: (Specify:)	☐	☐	☐

	Exposures		
Exposures: Indicate how often the work requires the employee to be exposed to the following environmental exposures.	Seldom or Never	Sometimes	Frequently or Often
Extreme cold (below 32 degrees)	☒	☐	☐
Extreme heat (above 100 degrees)	☐	☒	☐
Communicable diseases	☒	☐	☐
Moving mechanical parts	☐	☒	☐
Fumes or airborne particles	☐	☒	☐
Poison ivy, wasps, snakes, and other natural hazards	☐	☒	☐
Toxic or caustic chemicals or substances	☒	☐	☐
Loud noises (85+ decibels such as heavy trucks, jack hammers, construction)	☒	☐	☐
Other: (Specify:)	☐	☐	☐

The Evergreen Underground Water Conservation District is an Equal Opportunity/Affirmative Action/Pro Disabled and Veteran Employer. We welcome differences in the form of gender, race, ethnicity, disability, geography, socioeconomic status, age, politics, religion, philosophy, sexual orientation, or gender identity.