

Missouri Department of Transportation

Code: R04052

Title: Environmental Specialist

Exemption Status: Non-Exempt

Grade: 11

Job Description

Effective Date 05-01-2012

**Replaces
(Effective Date)** 04-01-2006

General Summary The environmental specialist performs routine entry-level activities with regard to assisting the environmental studies unit in an effort to comply with environmental regulations. Responsibilities are performed under direct supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Social, Environmental, or Natural Resource Science, or related field

**Supervisory
Responsibilities** None

Location Central Office - Design

**Special Working
Conditions/Job
Characteristics** Job requires regular, statewide or out-of-state, overnight travel.

Examples of Work

- (1) Evaluates projects for environmental impacts and compliance with state, federal and organizational guidelines; presents information to department staff through frequent and regular communications; makes recommendations regarding the need to avoid or minimize environmental impacts, or develop compensatory mitigation plans.
- (2) Prepares, edits, and reviews internal reports, correspondence, and graphic materials as it relates to environmental regulations, requirements, or other environmental issues; including follow up on permit requests as assigned.
- (3) Obtains detailed information from environmental staff and district personnel to develop, write and edit technical reports in accordance with department policies and practices for approval by the Federal Highway Administration and other agencies.
- (4) Researches topics concerning federal or state legislation, regulatory agency guidance, and performs literature or computer searches on various environmental topics; provides technical assistance in understanding and complying with state, federal, and organizational environmental standards and regulations, and participates on project core teams.
- (5) May assist with field investigations and analysis regarding floodplain and parkland evaluations, noise assessments, land use determinations, or socio-economic studies.

- (6) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.