Vacant Position Listing

Please click on the Job Title – Location to learn more about the advertised vacant position

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### Applicant Information

- Vacancies are open to all qualified applicants. Applicants will be screened for the minimum qualifications listed for each job vacancy. Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the listed preferred qualifications, when applicable.
- Employees will be given the opportunity to compete within their division or within central office to transfer to or voluntary demote to a vacant position prior to consideration of applicants from outside of the agency.
- Applications are accepted for announced jobs only.
- To apply for an announced job vacancy, applicants must submit a Department of Natural Resources (DNR) Application for Employment to the individual address listed with each job posting. It is important that applications be sent directly to the contact person and/or locations listed. Applications sent to another location may not be forwarded and may result in applications not being considered.
- Applicants must submit one application for each position being applied for.
- A .pdf version and a Word version of the DNR Application for Employment can be found by visiting the Careers page of the DNR website at [https://gadnr.org/careers](https://gadnr.org/careers).
- If submitting a résumé, please attach the résumé with a completed DNR Application for Employment.
- Please be sure to include the following information on your application; Job Title and Position Number.
- If the minimum qualifications for a job require a college education and you have obtained a degree from a college or university outside the USA, you are required to submit an International Education Evaluation Letter showing your degree is equivalent to one obtained at a college or university in the USA. International Educational Evaluations are accepted from the National Association of Credential Evaluation Services ([www.naces.org/members.htm](http://www.naces.org/members.htm)) or the Association of International Credentials Evaluators ([www.aice-eval.org](http://www.aice-eval.org)).
- Your application must be postmarked no later than the application deadline date noted on the specific job posting. Please note that deadlines will differ by job postings.
- Any offer of full time and part time employment by DNR is conditional upon a background check that is appropriate for the job functions and business necessity. If related criminal records are revealed in the process, the applicant will not be automatically disqualified.
- Information found on publicly posted social media accounts may be examined.
- Current State of Georgia employees transferring to a DNR position, on the same pay grade, will transfer at their existing pay. Current State of Georgia employees transferring to a DNR position, on a higher pay grade, will typically receive a 5% promotion, or go to the job minimum, whichever is greater. Current State of Georgia employees transferring to a DNR position, on a lower pay grade, will typically receive a demotion with a loss in pay.
- **All positions listed in this announcement are in the Unclassified Service and will be filled as unclassified positions.**
- All qualified applicants will be considered. Hiring locations will contact applicants regarding interviews but due to the volume of applications received not all applicants will be contacted or receive an interview.
- If you need this Vacancy Announcement in an alternate format, please contact the DNR Office of Human Resources at 404.656.7560.
- DNR is a registered participant in the federal work authorization program commonly known as E-Verify. DNR uses this program to verify employment eligibility of individuals hired on or after July 1, 2007. DNR’s E-Verify ID # is 45119, Authorized July 1, 2007.
- The Georgia Department of Natural Resources is an Equal Opportunity Employer.

Additional information on the Georgia Department of Natural Resources Operating Divisions can be located by visiting the below website addresses:

- Coastal Resources Division: [www.CoastalGADNR.org](http://www.CoastalGADNR.org)
- Environmental Protection Division: [www.GeorgiaEPD.org](http://www.GeorgiaEPD.org)
- Historic Preservation Division: [www.GAshpo.org](http://www.GAshpo.org)
- Law Enforcement Division: [www.GADNRLE.org](http://www.GADNRLE.org)
- Parks and Historic Resources Division: [www.GAStateParks.org](http://www.GAStateParks.org)

**NOTE:** Information in this Vacancy Announcement is subject to change.

*Return to the Vacant Position Listing*
Central Office Vacancy

Financial Operations Generalist 2 – Fulton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Accounting – Asset Management</th>
</tr>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Central Office</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00158822</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>FIT021</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>H</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$28,338.70</td>
</tr>
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</table>

**JOB DESCRIPTION**

The incumbent in this position will act as the lead worker for the Machinery and Equipment (M&E) portion of Asset Management for the Georgia Department of Natural Resources. Duties of this position include the recording of all new equipment purchases in PeopleSoft, issuing new decals and assigning custodians. Serves as the main resource that maintains the M&E inventories by locations and adjusts as required, based on asset transfers, new additions and asset disposals. Learns the DOAS Asset Works system for asset disposals. Reconciles accounts payable purchases recorded in asset accounts to items added into the Asset Management module of PeopleSoft on a monthly basis; allocates revenue received from DOAS for assets disposed of by the originating units and posts the revenue to the applicable location using the correct chart-fields.

**MINIMUM QUALIFICATIONS**

Associate’s degree in a business curriculum or related field from an accredited college or university

AND

One year of experience performing accounting and/or fiscal control functions.

OR

High school diploma or GED

AND

Three years of experience performing accounting and/or fiscal control functions.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Excellent written and oral communication skills
- Proficient in MS Office Excel, Word and Outlook
- Experience with PeopleSoft Financials

**NOTE:** Applicants that previously applied for this position from the DNR Vacancy Announcement with a closing date of 3/5/20 must re-apply to be considered for this position.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Office of Human Resources  
ATTN: Jennifer Gadson  
2 MLK Jr. Drive, SW  
Suite 1258, East Tower  
Atlanta, GA 30334  
Jennifer.Gadson@dnr.ga.gov

The Deadline date to apply for this position is 10/22/20

Return to the Vacant Position Listing
Coastal Resources Division

*Vessel Captain 1/2 – Glynn County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CRD, Brunswick</th>
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</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Coastal Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00167769</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>TRP040, TRP041</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>I, J</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$31,172.58, $34,289.83</td>
</tr>
</tbody>
</table>

*Based on education and experience, the selectee will be hired into one of the above-mentioned job codes.

JOB DESCRIPTION
Under general supervision assist with the safe operation of the large and small research vessels during all vessel operations. Assists in maintaining the R/V Marguerite (47’ fiberglass v-hull with inboard diesel engine) and all onboard equipment in a clean, well-organized, safe and operational condition. Assists in planning and scheduling field operations with all pertinent parties. Ensures vessel is appropriately fueled, loaded, and provisioned for vessel operations. Assists project personnel with tasks aboard the R/V Marguerite, to include deck work and diving. Assists with the coordination and scheduling of CRD diving operations.

MINIMUM QUALIFICATIONS

TRP040 – Vessel Captain 1
High school diploma or GED
AND
Six months of experience in the operation of a motor vessel of more than 15 gross tons in the coastal or inland waters.

NOTE: Must also possess or obtain a valid U. S. Coast Guard license to operate or navigate mechanically propelled passenger carrying vessels of not more than 100 gross tons upon waters other than ocean coastline
AND
Must obtain a valid Third-Class Radio\Telephone Operators License.

TRP041 – Vessel Captain 2
High school diploma or GED
AND
One year of experience in the operation of a motor vessel of more than 15 gross tons in the coastal or inland waters.

NOTE: Must also possess or obtain a valid U.S. Coast Guard license to operate or navigate mechanically propelled passenger carrying vessels of not more than 100 gross tons upon waters other than ocean coastline
AND
Must obtain a valid Third-Class Radio\Telephone Operators License.
Vessel Captain 1/2 Continued

PREFERRED QUALIFICATIONS
Preference may be given to applicants with:

- Possession of a U.S. Coast Guard license to operate self-propelled vessels not including auxiliary sail of less than 100 gross registered tons (GRT) upon near coastal waters
- Experience operating vessels in Georgia waters, both inshore and offshore
- Experience operating vessels with inboard diesel engines and power systems
- Experience with deployment and retrieval of commercial fishing gears including nets, trawls, and longlines
- Experience conducting dive operations from vessels in the open ocean
- Dive certified with more than 35 logged dives

Note: Please direct questions about the position to Carolyn Belcher at Carolyn.Belcher@dnr.ga.gov or (912) 264-7218.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Coastal Resources Division
C/O Gale Kennedy
One Conservation Way, Suite 312
Brunswick, GA 31520-8687
CRD.CRDDNR@dnr.ga.gov (Please include the position title in the subject) or Fax: (912) 717-6613

The Deadline date to apply for this position is 11/4/20
**Law Enforcement Division Vacancy**

*Administrative Support 1 – McDuffie County*

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Region III – Thomson LED</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Law Enforcement Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00100145</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>GSS080</td>
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<tr>
<td>PAYGRADE</td>
<td>C</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$20,904.00</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**

Under direct supervision, performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment. Work is performed under the close supervision of a clerical or administrative supervisor.

**MINIMUM QUALIFICATIONS**

High school diploma or GED

**AND**

Ability to perform basic office functions and computer related duties.

**PREFERRED QUALIFICATIONS**

Preference may be given to:

- Applicants with proficiency in Microsoft Office Excel and Word
- Current DNR employees

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](mailto:Jen.hammonds@dnr.ga.gov) below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Attn: Jen Hammonds  
Law Enforcement Division  
2070 U.S. Highway 278, S.E.  
Social Circle, GA 30025  
Jen.hammonds@dnr.ga.gov

**The Deadline date to apply for this position is 11/4/20**

*Return to the Vacant Position Listing*
Parks and Historic Resources Division Vacancies

Parks Maintenance Technician 2 – Columbia County

| LOCATION       | Mistletoe State Park          |
| DIVISION       | Parks and Historic Resources Division |
| POSITION #     | 00098872                     |
| JOB CODE       | NRT031                        |
| PAYGRADE       | F                             |
| ENTRY SALARY   | $24,322.01                   |

**JOB DESCRIPTION**

Under general supervision, plans, and/or implements the maintenance programs for parks, museums, recreation facilities. May assist in management of park facilities.

**Primary Duties & Responsibilities:**
- Supervises and plans work of assigned staff
- Assists in provision of park programs and recreation activities
- Assists with fertilization and application of herbicides and other necessary treatment programs
- Assists with landscaping, planting, and erosion control
- Collects fees, direct traffic as required
- Maintain inventory; keep related records in accordance with the applicable policies and procedures
- Makes recommendations and initiates repairs, maintenance, and/or renovations of structures, grounds, facilities, roads, and other physical features of area
- Performs various maintenance responsibilities of shelters, water systems and all park grounds and buildings
- Prepares and maintains a maintenance schedule
- Provides assistances to park guest as needed
- Repairs and maintains motorizes and mechanical equipment and all other equipment as necessary

**MINIMUM QUALIFICATIONS**

Vocational/Technical degree in a related field from an accredited college.

OR

High school diploma or GED

AND

One year of experience in general building, park or golf course maintenance that involved general repairs, building maintenance and ground maintenance.

**NOTE:** Applicants that previously applied for this position from the DNR Vacancy Announcement with closing dates of 6/12/20 and 6/30/20 must re-apply to be considered for this position.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](mailto:Parks4@dnr.ga.gov) below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Parks and Historic Resources Division
ATTN: Denise White
1463 Knox Chapel Rd.
Social Circle, GA 30025
Parks4@dnr.ga.gov

The Deadline date to apply for this position is 10/27/20

Return to the Vacant Position Listing
Groundskeeper 1/2/3 – Morgan County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Hard Labor Creek State Park</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Parks and Historic Sites Division</td>
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<tr>
<td>POSITION #</td>
<td>00185340</td>
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<td>JOB CODE</td>
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<td>ENTRY SALARY</td>
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<td>POSITION #</td>
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<tr>
<td>ENTRY SALARY</td>
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<td>POSITION #</td>
<td>FES032</td>
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<tr>
<td>PAYGRADE</td>
<td>C</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$20,904.00</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**

Under general supervision, maintains grounds in an attractive and orderly condition by trimming lawns, removing leaves and debris and other related duties. Operates and maintains grounds equipment as necessary.

**Primary Duties & Responsibilities:**
- Cares for established lawns
- Decorates gardens with stones and plants
- Disposes of trash and debris
- Hauls or spreads topsoil, and spreads straw over seeded soil to hold soil in place
- Makes improvements to walks, lanes, sheds, and benches, including painting and minor repairs
- Mixes and sprays or spreads fertilizers, herbicides, or insecticides onto grass, shrubs, and trees, using hand or automatic sprayers or spreaders
- Mows and edges lawns, using power mowers and edgers
- Plant seeds, bulbs, foliage and applies mulch for protection, using gardening tools
- Provides preventive maintenance pertaining to grounds area and/or state cemeteries or park facilities

**MINIMUM QUALIFICATIONS**

**FES030- Groundskeeper 1**
Valid driver’s license.

**FES031- Groundskeeper 2**
Six months of related experience
AND
Valid driver’s license.

**FES032- Groundskeeper 3**
One year of related experience
AND
Valid driver’s license.
OR
One year of experience at the lower level Groundskeeper 2 (FES031) or position equivalent.

(Continued on page 10)
If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Parks, Recreation and Historic Sites Division
ATTN: Denise White
1463 Knox Chapel Road
Social Circle, GA 30025
Parks4@dnr.ga.gov

The Deadline date to apply for this position is 11/4/20
Wildlife Resources Division Vacancy

Fisheries Biologist 2 – Dougherty County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Albany Regional Fisheries Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00100326</td>
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<tr>
<td>JOB CODE</td>
<td>NRP071</td>
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<td>PAYGRADE</td>
<td>K</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$43,063.23</td>
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</table>

**JOB DESCRIPTION**
Under general supervision designs and manages research and survey projects and public waters management and fish hatchery activities designed to protect, evaluate, and/or improve fish habitat and/or sport fisheries of streams and lakes. Critically reviews project plans, technical documents, and environmental assessments for fisheries impacts, and makes recommendations for preventing or mitigating adverse impacts and improving fish populations or fisheries. Provides technical fisheries management assistance to individuals, corporations, and government agencies. Supervises and administers purchasing, budgeting, inventory control, and report preparations associated with state and federally-funded projects to comply with laws, rules and contractual agreements.

**MINIMUM QUALIFICATIONS**
Master's degree in Biology or a related field from an accredited college or university
OR
Bachelor's degree in Biology or a related field from an accredited college or university
AND
One year of related experience.
OR
One year of experience required at the lower level Fisheries Biologist 1, (NRP070) or position equivalent.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with experience in warmwater fisheries management.

**NOTE:** Applicants that previously applied for this position with deadline dates of 3/16/20 and 4/23/20 must re-apply to be considered for this position.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Office of Human Resources
ATTN: Melanie Holthaus
2067 US Hwy, 278, SE
Social Circle, GA 30025
melanie.holthaus@dnr.ga.gov

The Deadline date to apply for this position is 11/4/20
Environmental Protection Division Vacancies

**Criminal Investigator 1/2/3 – Clayton County**

This position is open to current DNR/EPD Employees ONLY

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Air Protection Branch</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Environmental Protection Division</td>
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<tr>
<td>POSITION #</td>
<td>00100190</td>
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<tr>
<td>JOB CODE</td>
<td>PSP090</td>
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<tr>
<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$33,965.27</td>
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<tr>
<td></td>
<td>PSP091</td>
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<tr>
<td></td>
<td>LJ</td>
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<td></td>
<td>$37,361.79</td>
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<td>PSP092</td>
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<tr>
<td></td>
<td>LK</td>
</tr>
<tr>
<td></td>
<td>$41,471.59</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**

This position is in the Georgia Environmental Protection Division (EPD) Air Protection Branch – Mobile and Area Sources Program. The successful candidate will conduct criminal investigations for EPD, with an emphasis on the Georgia’s Clean Air Force Enhanced Inspection and Maintenance (I/M) Program. The purpose of this position is to investigate felony and misdemeanor environmental criminal cases. This position is responsible for assisting with I/M Program contract management, vehicle tag office education and training, and I/M Program Industry Advisory Board (IAB) meetings. This position conducts surveillance in person and remotely with camera systems; this position also conducts search warrants, arrest warrants, and witness and suspect interviews. This position also provides security for inspections throughout EPD, as well as assistance and security for EPD public hearings. This position also serves EPD administrative orders, penalties hearing orders, and consent orders.

**MINIMUM QUALIFICATIONS**

**PSP090 Criminal Investigator 1**

Bachelor's degree in a related field from an accredited college or university

AND

Must meet the prerequisites and complete the Basic Law Enforcement Training Program certification.

OR

Two years of experience in law enforcement or related field.

AND

POST certification.

**NOTE:** Some positions may require incumbent to have a valid Class C driver's license.

**PSP091 Criminal Investigator 2**

Bachelor's degree in a related field from an accredited college or university

AND

One year of related experience.

OR

Three years of experience in law enforcement or related field.

OR

One year of experience required at the lower level Criminal Investigator 1 (PSP090) or position equivalent.

AND

POST certification.

**NOTE:** Some positions may require incumbent to have a valid Class C driver's license.

(CONTINUED ON PAGE 13)

*Return to the Vacant Position Listing*
Criminal Investigator 1/2/3 Continued

PSP092 Criminal Investigator 3
Bachelor's degree in any related field from an accredited college or university
AND
Two years of experience in a related field.
OR
Four years of experience in law enforcement or related field.
OR
One year of experience required at the lower level Criminal Investigator 2 (PSP091) or position equivalent.
AND
POST certification.

NOTE: Some positions may require incumbent to have a valid Class C driver's license.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with the following:
• 4 years of law enforcement experience with a law enforcement agency
• Experience with environmental investigations
• Hazardous Waste Operations and Emergency Response (HAZWOPER) 40 hour certification training
• Peace Officer Standards and Training Council (POST) certification

Application Instructions:
Completed applications must be emailed to the attention of Katie Daniels of the EPD HR office at JobsAtEPD@dnr.ga.gov. Applicants who hold current POST certification should include a copy of their certification with their application materials.

The Deadline date to apply for this position is 11/4/20
EPD Continuous Recruitment
The Environmental Protection Division (EPD) continuously recruits for Environmental Engineers, Environmental Compliance Specialists, Geologists and Lab Scientists. For more information on positions and to apply, [click here](#). Current opportunities include the following:

**ENVIRONMENTAL ENGINEER**
- Air Protection Branch / Chemical Permitting Unit / Clayton County, Atlanta
- Air Protection Branch / Nitrogen Oxides Unit / Clayton County, Atlanta
- Air Protection Branch / Planning & Regulatory Development Unit / Clayton County, Atlanta
- Air Protection Branch / Volatile Organic Compound/Combustion Unit / Clayton County, Atlanta
- Watershed Protection Branch / Drinking Water Compliance Unit / Fulton County, Atlanta
- Watershed Protection Branch / Municipal Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / Industrial Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / Permitting Unit / Fulton County, Atlanta
- Land Protection Branch / Solid Waste Management Unit / Clayton County, Atlanta

**ENVIRONMENTAL COMPLIANCE SPECIALIST**
- Air Protection Branch / Data Analysis Unit / Clayton County, Atlanta
- Watershed Protection Branch / Drinking Water Inspection Unit / Fulton County, Atlanta
- Watershed Protection Branch / Safe Dams Unit / Fulton County, Atlanta
- Watershed Protection Branch / Municipal Permitting Unit / Fulton County, Atlanta
- Land Protection Branch/Tire Management Unit/Clayton County, Atlanta
- District Office (Emergency Response Team) / Coastal/ Glynn County, Brunswick
- District Office / Mountain/ Fulton County, Atlanta (Temp Position)

**GEOLOGIST**
- Land Protection Branch / Response Development Unit 1 /Fulton County, Atlanta

**LABORATORY SCIENTIST**
- Laboratory Operations/Gwinnett County, Norcross

Applicants need not apply to each specific vacancy listed above. By applying to a specific job title and branch, you are applying to a pool and you will be considered for all vacancies within that job series in the specified branch. Candidates who meet minimum entry qualifications will be contacted further with specific job information.

[Return to the Vacant Position Listing](#)