

**MARYLAND ENVIRONMENTAL SERVICE
JOB DESCRIPTION**

Job Title: Environmental Specialist Trainee

FLSA Status / Grade: Non-Exempt / 2

Group: Various

POSITION SUMMARY

Provides entry-level project planning and technical support for environmental science, engineering, construction and planning activities and services. Provides work at the beginning level of technical competence.

ESSENTIAL FUNCTIONS

Assists with collection, compilation and review of data for monitoring compliance of environmental operation, construction and monitoring activities with Federal, State and local permit and regulatory requirements.

Assists with the preparation of technical documents, reports and plans through direct supervision.

Provides entry-level scientific, technical and planning support to Task Managers and Supervisors.

Manages small procurements under direct supervision while complying with procurement policies.

Attends project related meetings and prepares meeting summaries.

Operates MES vehicles.

OTHER RESPONSIBILITIES

Provides assistance to other technical groups in the Division.

Performs on-site field monitoring.

Performs other job related duties as assigned.

SUPERVISORY REQUIREMENTS

This job has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

Bachelors Degree in environmental science, engineering, ecology or a related field from an accredited college or university.

KNOWLEDGE, SKILLS AND ABILITIES

Elementary knowledge of the principles of environmental science and natural resource planning as well as basic research and planning techniques and methods.

Working knowledge of technological, social and economic factors that have an effect upon project planning and natural resources management and development.

Ability to communicate effectively both orally and in writing and good listening skills and note-taking ability.

Computer literacy with spreadsheets, word processors, Internet searches and presentations.

Ability to keep organized records to document project related activities.

Ability to lift 50 pounds.

Must be able to pass a standard physical exam for this job.

LICENSES AND CERTIFICATIONS

Possession of a valid driver's license meeting the requirements of Maryland law, the MES Fleet Policy and other MES Policies.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk, hear, stand, walk, sit, and use hands and fingers, to handle or feel. The employee is regularly required to reach with hands and arms, climb or balance, and rarely required to stoop, kneel, crouch or crawl.

Appointment to some sites may require confined space entry. A confined space is large enough that an employee can bodily enter and perform assigned tasks, but has limited or restricted means for entry or exit and is not designed for continuous employee occupancy. These areas could include tanks, manholes, silos, pits, vaults, spillways, vessels, etc., and have the possibility to contain an atmospheric hazard. Employees working at these types of facilities will be required to enter and perform the work involved with confined spaces, and will be required to adhere to all safety procedures and participate in trainings associated with confined space entry.

Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to focus.

WORK ENVIRONMENT

The noise level while working indoors is usually quiet. If assigned to a field site, employee is regularly exposed to outdoor weather conditions including cold, heat, wind, rain, snow, mud, ice and dust, and a noise environment that is moderate to loud. The employee may be required to travel by boat to job site.