STATE OF MONTANA
JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Environmental Engineering Specialist       Position Number: 33028
Location: Helena
Department: Transportation
Division and Bureau: Rail, Transit and Planning Division / Environmental Services Bureau
Section and Unit: Engineering Construction/Field Services Unit

Job Overview:
This position serves as the Statewide Environmental Engineering Specialist for the Field Services Unit within the Environmental Engineering Section of the Environmental Services Bureau (ESB). This position is responsible for implementing MDT’s erosion and sediment control, storm water, construction, and maintenance environmental permitting and compliance activities and programs to ensure compliance with local, State, Federal and Tribal regulations. This position is responsible for assisting with the development and delivery of environmental compliance and stewardship training programs. This position exercises solid environmental engineering judgment coupled with accurate interpretation of environmental laws. Incumbents have the skill and discipline to work independently, under the supervision and direction of the Field Services Engineer in the ESB.

Essential Functions (Major Duties or Responsibilities):

Construction Environmental Compliance Assistance - 30% of Time
• Provides professional and technical assistance, guidance and recommendations to district staff, Engineering Project Managers and Contractors to promote compliance with applicable environmental regulations, permits, project plans, specifications, environmental commitments, and MDT and ESB policies and procedures.
• Applies engineering judgment and experience in the performance of engineering research, analysis, investigation and design as assigned.
• Coordinates with District personnel and Contractors to participate in Final Construction Inspection for Project Close-out to confirm environmental compliance to facilitate storm water permit transfers from the contractor or endorse the contractor’s termination of storm water permit.
• Investigates contractor recordkeeping and compliance history to assess risk to the Department (or local agency) associated with permit transfer. If the Contractors’ permit is to...
be transferred to a local agency, this position will provide technical assistance to local agency personnel if needed.

- Provides environmental compliance advice, guidance and training to District staff in regard to water quality protection; storm water permitting; erosion and sediment control BMP implementation, inspection, and maintenance; temporary facilities and construction activity permitting; MS4 permitting; etc.

**Maintenance and Environmental Compliance Assistance - 30% of the Time**

- Develops Storm Water Pollution Prevention Plans (SWPPPs) for maintenance activities in accordance with Montana and National Pollutant Discharge Elimination System (MPDES and NPDES) Construction General Permit requirements.
- Prepares the NOI for ESB submittal and overseeing Maintenance administration of these permit requirements including SWPPP updates, inspections, training, BMP installation and maintenance and revegetation efforts.
- Conducts annual inspections as applicable and for preparing the final stabilization report for Storm Water Permit termination. Prepares Notice of Termination (NOT) packets for Environmental Services Bureau Chief signature.
- Coordinates with ESB and district staff to identify appropriate locations for implementation of Federal Revegetation Management Program funds. As requested by other ESB personnel, the DA or DA delegate, assist with on-site reviews, contractor selection, work assignments, and contractor oversight.
- Mentors other staff for training and career development and advancement.

**Municipal Separate Storm Sewer System (MS4) Compliance - 20% of the Time**

- Provides direction and coordination for administrative details related to local Municipal Separate Storm Sewer System (MS4) programs to ensure cost-effective expenditures as well as compliance with Local, State and Federal requirements. This work involves researching and monitoring urban environmental engineering practices and standards, determining their applicability to MDT operations and objectives, and participating in the development of policies and procedures to implement the most efficient strategies and practices.
- Monitors and evaluates information to determine compliance with established local, State and Federal policies and procedures. Uses professional judgment to review program operations and project plans; and through discussions with other Department staff and management, implements compliance measures. Monitors compliance with established MDT policies.
- Assists ESB and Legal Services in development of responses to audits, deficiency and violation reports, and negotiation options regarding Local, State, and Federal MS4 requirements.
- Participates in creating, organizing, promoting and presenting training for the six measures required by federal and state law, (Public Education and Outreach, Public Participation and Involvement, Illicit Discharge Detection and Elimination, Construction Site Storm Water Control, Post-Construction Storm Water Management, Pollution Prevention and Good Housekeeping for Municipal Operations).
- Participates in development of Storm Water Management Plans and annual reporting for MS4 permit compliance.
Other Duties - 20% of the Time

- Participates in the development of ESB Engineering Section's Field Services program policies, procedures, guidelines and standards. Assesses changes in state and national environmental trends and standards and applies them to MDT and the Contractors’ practices. Understands new technologies, and other changing factors to develop new approaches to policy and program issues.
- Analyzes and evaluates changes in local, State, Federal, and Tribal water quality requirements and incorporates them into ongoing MDT Field Services programs and district projects. Typical State and federal regulations that the incumbent must be familiar with include the Clean Water Act (CWA), National Pollutant Discharge Elimination System (NPDES), Montana Pollutant Discharge Elimination System (MPDES), the Montana Water Quality Act, Montana Stream Protection Act, State and National Environmental Policy Acts, and others.
- New technologies, construction practices, and unusual or unprecedented site characteristics require innovative and theoretical application of environmental engineering concepts and principles to ensure effective integration and application of these requirements.
- Opencut mining permit inspection/closure

The number of employees supervised is: N/A

The position number for each supervised employee is: N/A

Physical and Environmental Demands:

- Travel throughout the state to project locations.
- Ability to walk over uneven terrain or in water.
- Operating a personal computer for extended periods of time.
- Written and verbal communication.
- Continual walking or standing.
- Operation of motor vehicles.
- Ability to manage, prioritize, and coordinate a large number of tasks simultaneously.
- Lift and carry items up to 50 pounds.

Knowledge, Skills and Abilities (Behaviors):

- Considerable knowledge of transportation construction and maintenance activities and local, state, federal, and tribal water quality regulations, standards, and requirements.
- Practical environmental engineering applications to implement erosion control and permitting programs required for critical federal funding.
- Ability to communicate effectively in writing and verbally to technical and non-technical audiences.
• A comprehensive knowledge of the professional disciplines within MDT including the ability to interpret, consolidate and coordinate data provided by others.
• Environmental permitting processes applicable to state, federal, and tribal laws and permit requirements.
• Ability to work collaboratively and independently to effectively manage multiple tasks.
• Ability to negotiate with others to benefit the project as well as preserving and/or improving long-term relationships.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in Civil or Environmental Engineering, or a related field.

This position requires a minimum of 4 years of experience in highways engineering and environmental permitting.

Certifications, licensure, or other credentials include: A Fundamentals of Engineering Certificate is required.

Special Requirements:

List any other special required information for this position

☐ Fingerprint check ☑ Valid driver's license
☐ Background check ☑ College Transcripts

Union Code Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

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My signature below indicates that I have read this job description.

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Revision Date: 12/2019
**Human Resources Review**

**Job Code Title:** Environmental Engineering Specialist  
**Job Code Number:** 172556

**Pay Band:** 6

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- [ ] FLSA Exempt  
- [x] FLSA Non-Exempt

- [ ] Telework Available  
- [x] Telework Not Available

- [x] Classification Complete  
- [ ] Organizational Chart attached

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**Human Resources:**

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