



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: PCN #10029343		
Agency: Indiana Department of Environmental Management		BU: 00495
Division: OWQ	Section/District: Watershed Assessment and Planning Branch	
Job Title: E7 Technical Environmental Specialist		Job Code: 00EDG7
Working Title (if different from above):		
Reports To: Chief, Watershed Assessment and Planning Branch, OWQ		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Serves as a technical expert coordinating the Integrated Report (IR) to Congress through the United States Environmental Protection Agency (U.S. EPA) that, every two years, provides Indiana’s determination of the status of our surface waters; whether they are supporting their designated uses and/or are meeting water quality standards. Ensures that the *Consolidated Listing and Assessment Methodology (CALM)* used to determine the status of our waters is scientifically sound and defensible by staying abreast of emerging issues and science and updating it when water quality standards/criteria change or when new sampling and monitoring designs are employed. Conducts water quality assessments using the CALM in accordance with the Clean Water Act (CWA) Sections 305(b), 303(d) and 314 and to support Total Maximum Daily Load (TMDL) development and presents the draft 303(d) List of Impaired Waters to the Environmental Rules Board. Serves as the primary contact with U.S. EPA on implementation of the Assessment and Total Maximum Daily Load Tracking and Implementation System (ATTAINS) and manages its utility for IDEM. Leads the External Data Framework (EDF) program, which is a quality assured and voluntary process for external organizations to submit to IDEM their water quality data for consideration in various OWQ programs. Provides technical support to senior staff and OWQ management team as requested; responds to public information requests for data in cooperation with other staff; prepares presentations, media releases/responses and reports for delivery to the public.

Essential Duties/Responsibilities:

- Coordinate all aspects of preparing the IR and 303(d) list of Impaired Waters.
- Conduct assessments on all data collected by WAPB for rivers and streams prior to the next listing cycle for inclusion in the IR and 303(d) list.
- Prepare the draft 303(d) list for public comment and develop the Notice of Comment (NOC) for it and the CALM for posting.
- Prepare summary response to comments for inclusion with the IR
- Present the draft 303(d) list of Impaired Waters to the Environmental Rules Board.
- Work with U.S. EPA and mentor/collaborate with database staff to fully implement ATTAINS functionality.
- Further develop and implement training for the online quality assurance project plan (QAPP) tool for staff and secondary data collectors/submitters.
- Update the *EDF Technical Guidance* as needed to incorporate changes in EDF acceptance criteria, submittal processes and/or review and ranking processes.
- Coordinate delivery of technical assistance to data submitters.
- Serve as the primary spokesperson for the EDF, responding to requests for presentations and

information other than technical assistance.

- Work with Media and Communications Services (MACS) to develop promotional materials and provide outreach as needed to promote participation in the EDF.
- Assist the Water Quality Standards Coordinator E7 with changing or new water quality criteria.
- Work with TMDL program staff on the assessment of data, nonpoint source (NPS) projects, and other relevant information to develop possible candidates for NPS success stories.
- Represent IDEM on the Ohio River Valley Water Sanitation Commission (ORSANCO) assessment work group.
- Provide technical support to senior staff and Office of Water Quality management team as requested; respond to public information requests for data in cooperation with other staff; prepare presentations, media releases/responses and reports for delivery to the public.

Job Requirements:

- Excellent listening skills and diplomacy.
- Ability to effectively communicate orally and in writing and to convey in a comprehensible way esoteric information to others with limited subject matter expertise.
- Knowledge and skill typically acquired through a graduate education in natural, physical, biological, or environmental science, or a Baccalaureate degree in similar area plus considerable experience in a related area.
- Thorough and extensive knowledge of theories, practices, and principles of program specialty area.
- Thorough knowledge of federal and state regulations as they apply to program area and the ability to apply these in a variety of situations.
- Highly adept with databases.
- Ability to effectively interact with local, state, and federal organizations.
- Ability to establish and maintain effective working relationships with staff and deal tactfully with a variety of individuals including community leaders, government officials and representatives from city, state, and federal governments.

Supervisory Responsibilities/Direct Reports:

This position does not have supervisory responsibilities but serves as a mentor to and collaborator with staff.

Difficulty of Work:

- Incumbent uses technical data, laws, regulations, and procedures to execute job duties.
- Incumbent uses various databases and assists in testing during development and upgrades.
- Incumbent generally works independently and is required to formulate ideas, use initiative and creative thinking, develop alternatives, make decisions and recommendations for projects and programs based on OWQ objectives within a regulatory framework.
- Interprets and implements legislation, regulations, non-rule policy documents and guidance documents.
- Work may involve engaging with groups that have conflicting objectives.

Responsibility:

- Must assess the scope of work and demonstrate initiative in achieving objectives.
- Contribute to program area and across programs as a technical expert.
- Is IDEM's point of contact with the U.S EPA on the IR/303(d) List of Impaired Waters and the ATTAINS database and with the ORSANCO regarding water quality assessments of the Ohio River tributaries.
- Must stay abreast of developing issues, such as emerging contaminants, to revise and update the CALM as necessary
- Has authority to recommend approval of contracts, grants, and study plans involving high levels of expenditures.
- General goals and objectives are discussed with supervisor and supervisor is advised of special problems at the incumbent's discretion to provide program continuity.

Personal Work Relationships:

The incumbent works with a wide variety of individuals including subject matter experts from various sectors, the public, consultants, agency personnel, the regulated community, representatives of federal, state, and local government for the purpose of assessing data/information, providing information, and to review, discuss and solve problems relating to OWQ programs.

Physical Effort:

The incumbent performs work primarily in an office setting that involves sitting and/or standing, using a computer, and participating in meetings. Travel is required to participate in meetings and trainings that may also involve field trips and site visits out-of-doors.

Working Conditions:

Work is most often performed by the incumbent in a standard office environment. The incumbent may participate in field work that involves collection of biological and water samples as well as stream flow and habitat measurements from waterbodies by wading, boating, or accessing from shore or bridge; thus, may work in inclement weather conditions. While sampling, the incumbent may be exposed to fumes, acids unknown toxics in water as well as encounters with animals and poisonous plants. Based on the job duties, personal protective equipment will be required. This may include gear such as personal flotation devices, chest waders, gloves, hearing protection, eye goggles, face shields, aprons, and powder-free chemical resistant gloves.