

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: ML160903

OPENING DATE: September 7, 2016 CLOSING DATE: September 20, 2016

LOCATION: West Virginia Military Authority, Construction and Facilities Management Office, Environmental Programs Division, 1707 Coonskin Drive, Charleston, WV 25311-1025

JOB TITLE: MA Environmental Specialist 2, WVMA Pay Grade 8

AGENCY OFFICE TITLE: Environmental Performance Assessment System (EPAS) / Environmental Management System (eMS) Program Manager

SALARY RANGE: MA Environmental Specialist 2 - \$40,188 - \$60,024

HOW TO APPLY: Anyone interested in applying for this position must submit a completed State of West Virginia Application for Employment and resume by the Closing Date listed to: The Adjutant General's Office, 1703 Coonskin Drive, Charleston, WV 25311.

Applications may be obtained from the Human Resources Office of the Adjutant General's Department, 1703 Coonskin Drive, Charleston, WV 25311 or at

<http://www.wv.ngb.army.mil/jobs/forms/default.html>.

NATURE AND SCOPE OF WORK

Under general supervision, performs professional level work in planning, developing, implementing and managing the Environmental Performance Assessment System (EPAS) and ISO 14001:2004 conformant Environmental Management System (eMS) within the West Virginia Army National Guard (WVARNG) and Department of Military Affairs (WVMA). The purpose of the EPAS program is to assist the WVARNG in achieving, maintaining and monitoring compliance with Federal, state and local environmental regulations while building an effective and cost efficient environmental management system (eMS). The WVARNG eMS facilitates maintaining environmental program excellence through continual improvement by minimizing environmental impacts while allowing soldiers and non-soldiers alike to focus on their mission.

Work will involve, *but is not limited to*, the following tasks:

- Environmental Performance Assessment System (EPAS) and environmental Management System (eMS) Program Management
 - Responsible for overall management of the WVARNG EPAS and eMS programs.

- Coordinates with the National Guard Bureau (NGB) EPAS Program Manager and staff for performance of triennial external environmental compliance assessments and eMS audits.
- Conducts periodic internal environmental compliance assessments and eMS audits of Agency facilities, activities, and units.
- Coordinates with the WVARNG Environmental Programs Division (EPD) staff for performance of periodic internal environmental compliance assessments and eMS audits of Agency facilities, activities, and units.
- Manages required eMS and EPAS data in various Army Environmental Database Systems such as Environmental Quality (EQ), Status Tool for the Environmental Program (STEP), Installation Status Report (ISR), Web-based Compliance Assessment and Sustainment System (WEBCASS), Compliance Site Inventory (CSI) and other data systems reporting to NGB and higher Army headquarters.
- Inputs compliance corrective action project data into the Status Tool for Environmental Projects (STEP) database for NGB / Army evaluation and funding.
- Monitors facility corrective action processes and/or projects from initiation to completion and maintains associated databases.
- Keeps EP Director and staff informed of compliance problems noted during assessments.
- Provides facility compliance data to the EP Director for reports to the Construction and Facilities Management Officer (CFMO), Environmental Quality Control Council (EQCC), the Adjutant General (TAG) and external headquarters.
- Coordinates, maintains and disseminates the WVARNG Command Environmental Policy Statement conformant to ISO 14001 requirements.
- Prepares, coordinates, and maintains WVARNG eMS plans and documents.
- Develops and disseminates desired eMS implementation goals; assists with defining roles and responsibilities within the organization for plan execution with key milestones, and identifying resources and methods for attainment.
- Develops, coordinates, and maintains the WVARNG eMS Manual that describes core elements of the eMS and how they relate.
- Coordinates with and assists Unit Commanders, Senior Staff, and Department Supervisors in developing and implementing operational controls and standard operating procedures (SOPs) that ensure employees perform their jobs consistent with current WVARNG command environmental policy and the goals and objectives of the WVARNG eMS.
- Develops, coordinates and disseminates written procedures for internal and external communication of eMS information as required by ISO 14001 standards.
- Compiles and maintains a library of all legal and other requirements pertaining to WVARNG environmental issues.
- Serves as Executive Secretary to the Command eMS Cross Functional Team (CFT).
- Develops, coordinates and maintains an aspects and impacts analysis procedure for all WVARNG missions, activities, products and services and the Significant Environmental Aspects and Impacts Inventory.
- Coordinates the development of WVARNG and WVMA objectives and targets at each relevant functional and organizational level that are quantifiable, support mission accomplishment, and include a commitment to pollution prevention.

- Assists development of monitoring and measuring procedures for WVARNG operations and activities that can significantly affect the environment and tracks environmental performance (including progress toward meeting objectives and targets and conformance with SOPs) as required by ISO 14001.
 - Performs internal eMS conformance audits as a certified eMS auditor and recommends and implements plans to resolve non-conforming audit findings.
- Assists with the development and maintenance of the EPD SharePoint page.
 - Coordinates and provides technical guidance to Agency master planners, architects, and engineers to ensure inclusion of environmental requirements in construction and building maintenance projects; reviews preliminary and final plans to ensure that guidance was followed.
 - Prepares, coordinates, and monitors development of environmental studies, permits and license applications and their renewals.
 - Meets with federal, state, and local regulators to understand interpretation of environmental laws.
 - Researches and analyzes environmental regulations applicable to department activities and advises EPD staff of applicable changes.
 - Performs other tasks and duties as assigned.

KNOWLEDGE, SKILLS, and ABILITIES

- Knowledge of federal and state environmental compliance laws and regulations related to air quality, water quality, regulated wastes, compliance cleanup, and et.al.
- Knowledge of natural sciences sufficient to determine environmental impacts from Agency activities.
- Knowledge of Quality Management principles and knowledge of ISO 14001:2004, Environmental Management System (EMS), sufficient to train pertinent staff, to assess Agency conformance to standards, and to implement an environmental management system within the organization.
- Knowledge of planning principles sufficient to prepare complex facility and Agency wide environmental plans and procedures.
- Knowledge of electronic data management systems and Microsoft Office products sufficient to prepare documents, presentations, reports and newsletters, and to collect and interpret data.

Requires travel to WVARNG facilities statewide and occasional out-of-state travel for training. Must possess a valid WV Driver's License. Must be able to move by foot in steep, rugged and forested terrain in all types of weather. Workweek consists of five (5) days, eight (8) hours per day. Employee may be required to work adjusted schedule according to Agency needs and requirements. Performs related work as required.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelor's degree from an accredited four-year college or university in environmental science, biology, chemistry, geology, ecology, natural sciences, physical sciences, or a field related to environmental resources management.

EXPERIENCE:

MA Environmental Specialist 2: Four (4) years of full-time or equivalent part-time paid experience in the environmental protection field, the acquisition, preservation, protection and enhancement of natural resources or related field.

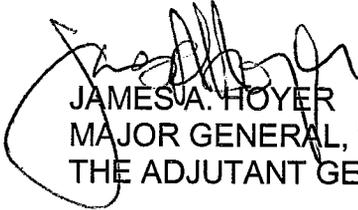
SUBSTITUTION: Master's degree from an accredited four-year college or university in the above education areas may substitute for **one (1) year** of the required experience.

DESIRABLE SKILLS AND QUALIFICATIONS

ISO 14001 eMS Lead Auditor / Internal Auditor Certification

SPECIAL REQUIREMENTS

1. Position is contingent upon receipt of continued Department of Defense funding.
2. This position falls under the West Virginia Public Retirement System (PERS). Members of the Teachers Retirement System or the Teachers Defined Contribution (TDC) may contact the West Virginia Consolidated Public Retirement Board, Capitol Complex, Building 5, Suite 1000, Charleston, WV 25305. Phone (304) 559-3570. The rule on transfer of retirement contributions depends on the applicant's current employment status.
3. CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.
4. STATE POSITION VACANCIES ANNOUNCED BY THE WEST VIRGINIA MILITARY AUTHORITY ARE **AT-WILL EMPLOYMENT POSITIONS**. THE TERM **AT-WILL** MEANS THE EMPLOYEE MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.
5. Must be eligible to obtain and maintain a security clearance.


JAMES A. HOYER
MAJOR GENERAL, WVARNG
THE ADJUTANT GENERAL