

General Permit Manager/Permit Data Specialist (Environmental Specialist 3) (In-Training)



Salary

\$45,552.00 - \$74,376.00 Annually

Location

Spokane County – Spokane, WA

Job Type

Full Time - Permanent

Remote Employment

Flexible/Hybrid

Job Number

2024-WQ2664-01266

Department

Dept. of Ecology

Division

Water Quality

Opening Date

02/08/2024

Closing Date

Continuous

Salary Information

The high end of the salary range, Step M is typically a longevity step

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Description



Keeping Washington Clean and Evergreen

The **Water Quality Program** within the Department of Ecology is looking to fill a **General Permit Manager/Permit Data Specialist (Environmental Specialist 3) (In-Training)** position. This position is located in our **Eastern Region Office (ERO)** in [Spokane, WA](#). Upon hire, you must live within a commutable distance from the duty station.

Join our team leading water quality environmental permitting in the eastern region of Washington state! In this role, you will collaborate with water treatment plants, boatyards, and bridge facility owners and operators on applying for permit coverage. You will also establish database tables for facility entry and tracking of important permit records, review submittals for compliance with environmental rules and laws, conduct inspections, and manage responses to environmental incidents reported by the public. Experience in this position will well prepare you for future career advancement in environmental permit management, compliance, and inspection as a journey or senior environmental specialist.

Note: This position offers a career path and on-the-job training. This position allows you to progress through the **Environmental Specialist** field and achieve the goal class of an **Environmental Specialist 3**. Candidates will be considered at the **Environmental Specialist 2** and the **Environmental Specialist 3** levels, depending on their qualifications. For salary levels for each, please see the qualifications section.

Agency Mission: Ecology's mission is to protect, preserve and enhance the environment for current and future generations.

Program Mission: The mission of the Water Quality Program is to ensure that all aquatic life and communities in the watershed experience cool, clean water to refresh and sustain us in a changing climate.

The Eastern Region Office, Water Quality Program is located in Spokane, Washington and offers flexible work schedules and a dynamic, collaborative group of employees committed to protecting Washington's surface and groundwaters. Spokane is located 92 miles from the Canadian border and is neighbors with Idaho. We are located near mountains and forests with many streams and lakes within a short drive. The city has 125 beautiful parks and is known for sports, music, and the arts.

Tele-work options for this position: This position will be eligible for a tele-work schedule with the expectation of working in the office one to two days per week. Applicants with questions about position location options, tele-work, and flexible or compressed schedules are encouraged to reach out to the contact person listed below in "other information." Schedules are dependent upon position needs and are subject to change.

Application Timeline: This position will remain open until filled; we will review applications on **February 23, 2024**. To be considered, please submit an application on or before **February 22, 2024**. If your application isn't received by this date, it may not be considered. The agency reserves the right to make a Hire any time after the initial screening date.

Please Note: We will review all applications received before the date above. Additional reviews after this date typically only occur if we have a small applicant pool, or if a successful Hire was not made.

Ecology employees may be eligible for the following:

Medical/Dental/Vision for employee & dependent(s), Public Employees Retirement System (PERS), Vacation, Sick, and other Leave*, 11 Paid Holidays per year*, Public Service Loan Forgiveness, Tuition Waiver, Long Term Disability & Life Insurance, Deferred Compensation Programs, Dependent Care Assistance Program (DCAP), Flexible Spending Arrangement (FSA), Employee Assistance Program, Commute Trip Reduction Incentives (Download PDF reader), Combined Fund Drive, SmartHealth ***Click here for more information**

For this position, personal protective equipment will be provided by the program along with reimbursement for required footwear.

About the Department of Ecology

Protecting Washington State's environment for current and future generations is what we do every day at Ecology. We are a culture that is invested in making a difference. Join a team that is highly effective and collaborative, with leadership that embraces the value of people. To learn more, check out our [Strategic Plan](#).

Ecology cares deeply about employee wellness; we go beyond traditional benefits, proudly offering:

- A healthy life/work balance by offering flexible schedules and telework options for most positions.
- An Infants at Work Program that is based on the long-term health values of infant-parent bonding and breastfeeding newborns.
- Continuous growth and development opportunities.
- Opportunities to serve your community and make an impact through meaningful work.

Our commitment to DEIR

Diversity, equity, inclusion, and respect (DEIR) are core values central to Ecology's work. We strive to be a workplace where we are esteemed for sharing our authentic identities, while advancing our individual professional goals and collaborating to protect, preserve, and enhance the environment for current and future generations.

Diversity: We celebrate and appreciate diversity; our unique perspectives and abilities enrich us all and lead to innovative approaches and solutions.

Equity: We champion equity, recognizing that each of us need different things to thrive.

Inclusion: We intentionally create and hold space so that we all have meaningful opportunities to participate and contribute to Ecology's work.

Respect: We treat each other with respect and dignity, acknowledging the inherent worth of our diverse perspectives and lived experiences, even in times of uncertainty and disagreement.

We believe that DEIR is both a goal and an action. We are on a journey, honoring our shared humanity and taking steps to demonstrate our commitment to a vision where each of us is heard, seen, and valued.

Duties



What makes this role unique?

In this role, you will be joining a team of passionate public servants who work in regulating activities that impact Washington's waters. It is a great entry level opportunity in working with the regulated community, managing water quality permitting, and supporting the ongoing protection and preservation of the state's waters.

What you will do:

- Implement and manage general water quality permits.
- Provide technical assistance to facilities to improve compliance.
- Conduct inspections and respond to complaints.
- Manage permit application acceptance processes.
- Develop database tables for facilities to report required discharge monitoring results.
- Draft documents for compliance and enforcement efforts.
- Manage the Environmental Incident response and reporting for the regional program.

Note: Personal protective equipment will be provided by the program along with reimbursement for required footwear.

Qualifications

Required Qualifications:

Years of required experience indicated below are full-time equivalent years. Full-

time equivalent experience means that any experience where working hours were less than 40 hours per week will be prorated in order to meet the equivalency of full-time. We would calculate this by looking at the total hours worked per week, divide this by 40, and then multiply by the total number of months worked. Examples of the proration calculations are:

- 30 hours worked per week for 20 months: $(30/40) \times 20$ months = 15 months full-time equivalent
- 20 hours worked per week for 12 months: $(20/40) \times 12$ months = 6 months full-time equivalent

Experience for both required and desired qualifications can be gained through various combinations of formal professional employment, education, and volunteer experience. See below for how you may qualify.

At the Environmental Specialist 2 level: Pay Range 45 (\$3,796 - \$5,088 monthly) (In-Training)

A total of 5 years of experience and/or education as described below:

- **Experience** in environmental analysis or control, or environmental planning.
- **Education:** involving a major study in environmental, physical, or one of the natural sciences, environmental planning, or other closely related field.

All experience and education combinations that meet the requirements for this position:

Possible Combinations	College credit hours or degree – as listed above.	Years of required experience – as listed above.
Combination 1	No college credit hours or degree	5 years of experience
Combination 2	30-59 semester or 45-89 quarter credits.	4 years of experience
Combination 3	60-89 semester or 90-134 quarter credits (AA degree).	3 years of experience
Combination 4	90-119 semester or 135-179 quarter credits.	2 years of experience
Combination 5	A Bachelor's Degree	1 year of experience
Combination 6	A Master's Degree	No experience

OR

One (1) year of experience as an Environmental Specialist 1, at the Department of Ecology.

At the Environmental Specialist 3 level: Pay Range 53 (\$4,602 - \$6,198 monthly) Goal Class

A total of 6 years of experience and/or education as described below:

- **Experience** in environmental analysis or control, or environmental planning.
- **Education:** involving a major study in environmental, physical, or one of the natural sciences, environmental planning, or other closely related field.

All experience and education combinations that meet the requirements for this position:

Possible Combinations	College credit hours or degree – as listed above.	Years of required experience – as listed above.
Combination 1	No college credit hours or degree	6 years of experience
Combination 2	30-59 semester or 45-89 quarter credits.	5 years of experience
Combination 3	60-89 semester or 90-134 quarter credits (AA degree).	4 years of experience
Combination 4	90-119 semester or 135-179 quarter credits.	3 years of experience
Combination 5	A Bachelor's Degree	2 years of experience
Combination 6	A Master's Degree	1 year of experience
Combination 7	A Ph.D.	No experience

OR

One (1) year of experience as an Environmental Specialist 2, at the Department of Ecology.

Special Requirements/Conditions of Employment:

- Must possess and maintain a valid driver's license.

Desired Qualifications:

We highly encourage you to apply even if you do not have some (or all) of the desired experience below.

- Experience with environmental regulations.
- Experience with customer service.
- Experience in preparation of professional documents and data management.

Note: Having some (or all) of this desired experience may make your application more competitive in a highly competitive applicant pool.

Supplemental Information

Ecology seeks diverse applicants: We view diversity, equity, inclusion, and respect through a broad lens including race, ethnicity, class, age, religion, sexual orientation, gender identity, immigration status, military background, language, education, life experience, physical disability, neurodiversity, and intersectional identities. Qualified candidates from all backgrounds are encouraged to apply.

Need an Accommodation in the application and/or screening process or this job announcement in an alternative format?

- Please call: (360) 407-6186 or email: careers@ecy.wa.gov and we will be happy to assist.
- If you are deaf or hard of hearing you can reach the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.
- If you need assistance applying for this job, please e-mail careers@ecy.wa.gov. Please do not send an email to this address to follow-up on the status of your application. You can view the latest status of your application on your profile's main page.
- If you are reading this announcement in print format, please enter the following URL to your search engine to apply: <https://ecology.wa.gov/About-us/Get-to-know-us/Jobs-at-Ecology>.

Application Instructions:

It's in the applicant's best interest to submit all of the documents listed below. Applications without these documents may be declined.

- A cover letter describing why you are interested in this position.
- A resume outlining your experience and education (if applicable) as it relates to the minimum qualifications of this position.
- A list of three professional references.

Note: References will only be contacted during the final steps of the recruitment process for candidates selected as finalists. References will not be contacted without the candidate's formal authorization.

Please do NOT include your salary history. Wage/salary depends on qualifications or rules of promotion, if applicable.

For Your Privacy:

When attaching documents to your application (such as Resume, Cover Letter, Transcripts, DD-214, etc.):

- Please be sure to remove private information such as your social security number, date of birth, etc.
- Do not attach documents that are password-protected, as these documents may not be reviewed and may cause errors within your application when downloaded.

Additional Application Instructions for Current Ecology Employees:

Please make sure to answer the agency-wide questions regarding permanent status as a classified employee within the Washington General Service or Washington Management Service. Do not forget to select Department of Ecology as a response to question 2 and type your personnel ID number for question 3. If you are not sure of your status or do not know your personnel ID number, please contact Human Resources.

Application Attestation:

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful. The state may verify this information and any untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

Other Information:

If you have specific questions about the position, please email **Art Jenkins** at: Art.Jenkins@ecy.wa.gov Please do not contact **Art** to inquire about the status of your application.

To request the full position description: email careers@ecy.wa.gov

Why work for Ecology?

As an agency, our mission is to protect, preserve and enhance Washington's environment for current and future generations. We invest in our employees to create and sustain a working environment that encourages creative leadership, effective resource management, teamwork, professionalism, and accountability.

Joining Ecology means becoming a part of a team committed to protecting and restoring Washington State's environment. A career in public service allows you to help solve some of the most challenging problems facing our state, while keeping

your health and financial security a priority. We combine one of the most competitive benefits packages in the nation with a strong commitment to life/work balance.

To learn more about The Department of Ecology, please visit our website at www.ecology.wa.gov and follow, like or visit us on [LinkedIn](#), [Twitter](#), [Facebook](#), [Instagram](#) or our [blog](#).

Collective Bargaining: This is a position covered by a bargaining unit for which the Washington Federation of State Employees (WFSE) is the exclusive representative.

Equal Opportunity Employer: The Washington State Department of Ecology is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 407-6186. Applicants who are deaf or hard of hearing may call the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.

Note: This recruitment may be used to fill other positions of the same job classification across the agency. Once all the position(s) from the recruitment announcement are filled, the recruitment may only be used to fill additional open positions for the next sixty (60) days.