

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Environmental Scientist 4		<b>Class Code:</b> 001LS4
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> PAT 4	<b>Effective Date:</b> 6/13/14
	<b>Summary:</b> Incumbent provides administrative and specialized support to the Camp Atterbury Joint Maneuver Training Center (CAJMTC) Environmental Office. Incumbent will assist in environmental program coordination and will also work on assignments as needed with environmental staff.		

**Duties:**

- Supports field initiatives in training areas with technical data gathering, data recording, and hands on labor;
- Prepares, presents and disseminates general environmental awareness information and briefings;
- Assist in field with prescribed burning program;
- Assist in implementation and maintenance of recycling program;
- Receives visitors and answers telephone, determines nature of business and answers questions and refers to appropriate person;
- Maintains accurate calendar for the office;
- Maintains accurate federal property book inventory;
- Types letters, memos, minutes, statistical reports and forms;
- Other duties as may be required.

**Job Requirements:**

- Three (3) years work experience in an environmental or environmental public health field or accredited college training in a related field.
- Bachelor's degree in a natural or physical science; related work experience in natural resources, environmental control or related area may substitute for formal education;
- Basic knowledge of properties of hazardous materials;
- Basic knowledge of biology and Midwestern flora;
- Basic knowledge of the environmental disciplines, activities and policies of the office;
- Must have or obtain a Red Card Wildland Firefighting Certification to assist with prescribed burning program;
- Ability to make necessary field trips, surveys, and studies;
- Ability to compose business and military correspondence;
- Knowledge of procedures involved in ordering supplies, keeping time sheets, maintaining filing system;
- Proficient in the use of Microsoft Windows Software such as Word, Excel, PowerPoint, etc;
- Ability to be tactful when dealing with visitors and answering telephone calls.

**Difficulty of Work:**

Incumbent performs standardized tasks following federal, state and environmental rules, guidelines and regulations to accomplish tasks. Environmental regulations may be moderately complex in applicability.

**Responsibility:**

Work is independent in nature following technical instructions, standard procedures, and guidelines pertaining to policy and procedure with instructions on new or complex tasks. Reports are reviewed for clarity, soundness of judgment and technical accuracy. It is possible that errors could go undetected by reviewers.

**Personal Work Relationships:**

Personal work relationships are with the Supervisor, environmental staff and other offices on Camp Atterbury to expedite work flow.

**PHYSICAL EFFORT:**

Fieldwork requires greater than usual physical exertion to hike across rugged terrain with heavy equipment and to occasionally be exposed to extreme weather conditions for short periods. Projects may extend beyond normal duty and involve weekend work as mission dictates.

**WORKING CONDITIONS:**

Work is in an office or laboratory environment, although, incumbent must frequently conduct on-site fieldwork. Field work may involve collection of biological and water samples as well as stream flow and habitat measurements from water bodies by wading, boating, or accessing from shore or bridge. During the sampling season, at times, the incumbent may have to work in inclement and severe weather conditions as well. While sampling, incumbent occasionally may be exposed to fumes, acids or some unknown toxics in water as well as poisonous plants and biting/stinging animals. Based on job requirements, protective gear such as personal flotation devices, chest waders, gloves, and hearing protection will be needed to be worn during certain field sampling activities while eye goggles, face shields, aprons, and powder-free chemical resistant gloves are worn when working with chemicals. Incumbent may be exposed to unexploded ordnance (UXO) hazards during the course of any work conducted on training lands.