



# FEMA

OFFICE OF ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION  
PARTNERS IN SHAPING RESILIENT COMMUNITIES



## Environmental Protection Specialist

<b>APPLICATION PERIOD:</b>	Friday August 14, 2020 – Friday August 21, 2020
<b>SERIES &amp; GRADE:</b>	IC-0028-12; Environmental Protection Specialist
<b>PAY RATE:</b>	\$85,084 to \$110,614 per year, plus benefits below
<b>POSITION INFORMATION:</b>	CORE (Cadre of On-Call Response / Recovery Employees)
<b>WHO MAY APPLY</b>	All United States Citizens
<b>LOCATION:</b>	FEMA Region V, 536 S Clark St, 6th Floor Chicago, IL 60605

FEMA Region V's Mitigation Division is seeking candidates to apply for an exciting opportunity within the Environmental and Historic Preservation Team, serving as a key conduit between EHP and Hazard Mitigation Assistance. This position will review HMA grant projects for compliance with Environmental and Historic Preservation laws and regulations. The position will report directly to the Regional Environmental Officer.

### Description:

This position will serve as the primary EHP compliance specialist for all projects submitted under the Hazard Mitigation Grant Program, Flood Mitigation Assistance Program, and Building Resilient Infrastructure and Communities Program in FEMA Region V.

This position is being announced under FEMA's Cadre of On-call Response / Recovery (CORE) Program. This is a temporary appointment in the Excepted Service, not to exceed 2 years, with the option to extend based on workload and funding availability.

### Key Experience and Requirements:

- Knowledge of environmental and historic preservation laws, regulations, and executive orders.
- General knowledge of FEMA grant programs and EHP role in assisting programs toward environmental compliance.
- Ability to build trust and credibility in EHP and its mission through effective professional interactions with Region V Hazard Mitigation Assistance branch staff.
- Expertise in organizational and project management. Skill in organizing, managing, and prioritizing multiple demands and projects efficiently, and ability to complete assignments in a meticulous and timely manner.
- Capability to clearly articulate information to others to convey thoughts and ideas; to provide information concerning procedures and requirements; and to facilitate open exchange of ideas and information.
- Written communication and computer skills to produce effectively composed and clearly written reports and correspondence.
- This position requires a Public Trust background investigation.
- You must be a U.S. citizen to be considered for this position.
- You must be able to obtain and maintain a Government credit card.



## Duties

- Review Hazard Mitigation Grant Program, Flood Mitigation Assistance, and Building Resilient Infrastructure and Communities projects for compliance with Environmental and Historic Preservation laws, regulations, and executive orders.
- Develop requests for information (RFIs) for the program for projects as necessary.
- Meet regularly with HMA program staff to identify program priorities, develop project timelines, and report project status.
- Complete compliance reviews, including the following: National Environmental Policy Act, Endangered Species Act, National Historic Preservation Act, Clean Water Act, Coastal Zone Management Act, and Executive Orders on Floodplain Management, Wetland Protection, and Environmental Justice.
- Make recommendations to the REO on compliance strategies relating to the aforementioned laws and orders.
- Prepare consultation documentation as required by the Endangered Species Act and National Historic Preservation Act and review documentation prepared by contractors and (sub)applicants.
- Assist in preparing and reviewing Environmental Assessments and other National Environmental Policy Act documentation developed by contractors and (sub)applicants.
- Assist in preparing and reviewing procurement request justifications, scope of work documentation, cost evaluations, and invoices for Contract Officers, Contract Officer's Representatives, and Project Monitors.
- Provide guidance, support, and oversight of EHP compliance and enforcement activities undertaken by Tribal, State, Territorial, local governments, and eligible private non-profit entities.
- Advise and update the REO and Program staff on the status and progress of EHP reviews.
- Serve as regional technical specialist, providing advice and assistance to Tribal, State, local government, and eligible private non-profit entities for the development, execution, and monitoring of EHP policies, plans, and programs.
- Emergency Assignment—Every FEMA employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to disaster sites. All positions are subject to recall around the clock for emergency management operations, which may require irregular work hours or work at locations other than the official duty station, and may include duties other than those specified in the employee's official position description. Travel requirements in support of emergency operations may be extensive in nature (weeks to months), with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging conditions
- Performs other duties as assigned.

## How to Apply

- Submit a resume and cover letter with the subject line: "Environmental Protection Specialist" to [duane.castaldi@fema.dhs.gov](mailto:duane.castaldi@fema.dhs.gov) by 11:59pm Friday August 21, 2020.
- Your submittal (resume and cover letter) must include a description of relevant knowledge and professional experience that supports the key requirements of the position as listed in this announcement.
- All packages will be reviewed, and a selected set of candidates will be interviewed.
- Selection into the position will be the result of both the resume /cover letter as well as an interview process by panel.

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FEMA offers competitive salaries and an attractive benefits package, including: health, dental, vision, life, and long-term care insurance; retirement plan; Thrift Savings Plan [similar to a 401(k)]; Flexible Spending Account; Employee Assistance Program; personal leave days; and paid federal holidays. Other benefits may include: flexible work schedules; telework; tuition reimbursement; transportation subsidies; uniform allowance; health and wellness programs; and fitness centers. DHS is committed to employee development and offers a variety of employee training and developmental opportunities.