

NEPA SPECIALIST



Center for
Environmental
Management

MILITARY LANDS

COLORADO STATE UNIVERSITY

POSITION SUMMARY

The Center for Environmental Management of Military Lands (CEMML) is hiring a National Environmental Policy Act (NEPA) Specialist. This person will join a growing team of environmental professionals based out of our headquarters at Colorado State University in Fort Collins, Colorado.

The NEPA Specialist will develop Environmental Assessments (EAs) for proposed projects that will occur on Air Force installations. Primary responsibilities include conducting literature reviews, data analysis, interpreting state and federal laws and Air Force guidance, and NEPA/EA regulatory compliance document production (e.g., writing, editing, formatting). The NEPA Specialist will work closely with other CEMML team members to complete assigned tasks. Expertise in NEPA, scientific writing, and excellent communication skills are required for this position. Experience in military land management is desired, but not necessary.

This position is full time (40 hours/week). Our office operates on a hybrid schedule that requires at least three office and up to two remote days per week. Limited overnight travel will be required.

This position will be a temporary, 9-month Non-Student Hourly classification eligible for medical, limited sick leave, and retirement benefits. Opportunity to be hired as an Administration Professional eligible for our full benefit package will be based upon performance and future funding. Please visit <https://hr.colostate.edu/current-employees/benefits/> to learn more about Colorado State University's benefit packages.

MINIMUM QUALIFICATIONS

The successful candidate must meet the minimum qualifications listed below.

- B.S./B.A. in Environmental Science, Natural Resources Management, Biology, or a related field plus at least three years of relevant professional experience
- Demonstrated experience with the National Environmental Policy Act and related regulations (e.g., Sikes Act, Clean Air Act, Clean Water Act, and Endangered Species Act)
- Working knowledge of resource types often considered in NEPA analysis (e.g., air quality; water, geological, cultural, and biological resources; land use; noise, infrastructure; public health and safety; hazardous materials and wastes; socioeconomics; and environmental justice)
- Experience preparing or reviewing regulatory compliance documentation (e.g., Environmental Assessments, Environmental Impact Statements, permit applications)
- Experience summarizing scientific information for clients and/or the public
- Proficiency in Microsoft Office
- Excellent written and verbal communication skills
- Ability to pass a background check
- Must have a valid driver's license or the ability to obtain a driver's license by the employment start date
- The successful candidate must be legally authorized to work in the U.S. by the proposed start date; CEMML will not provide visa sponsorship for this position

DESIRED QUALIFICATIONS

- M.S. in Environmental Science, Natural Resources Management, Biology, or a related field
- At least two years of experience with natural resource management on military lands
- Experience performing air pollutant and emissions analysis
- Experience implementing projects within floodplains per the Federal Flood Risk Management Standard
- Knowledge of natural resource-related Department of Defense Instructions (DoDI) and Air Force Manuals (AFMAN) (e.g., DoDI 4715.03, AFMAN 32-7003)

PAY RATE AND EMPLOYMENT TERM

Pay rate is \$28 to \$31 per hour. This is a full-time (40 hours/week), nine-month Non-Student Hourly appointment.

BENEFITS

This is a Non-Student Hourly position and is eligible for medical, limited sick leave, and retirement benefits. Dependent upon future funding, this position may be hired on a competitive basis as an Administrative Professional. Please visit <https://hr.colostate.edu/current-employees/benefits/> to learn more about Colorado State University's benefit packages.

WORK LOCATION

This position is associated with CEMML's main office on Colorado State University's campus in Fort Collins, Colorado. Applicants must be able to work from the office a minimum of three days per week.

APPLICATION REQUIREMENTS

For full consideration apply no later than 22 May 2023. To be considered, applicants must meet the minimum qualifications listed in this announcement. Incomplete applications will not be reviewed. Please remove social security numbers and birthdates from application materials. A complete application consists of the following items:

- 1) Cover letter (no more than 1 page, single-sided)
- 2) Resume (no more than 4 pages, single-sided)
- 3) Copy of transcripts for each degree earned or being pursued among those listed under qualifications (unofficial is acceptable)

Applicants should combine all application materials into one clearly-labeled document and send to christi.gabriel@colostate.edu. Reference NEPA Specialist in the subject line.

ORGANIZATION

CEMML is a research, education, and service unit within the Warner College of Natural Resources at Colorado State University. CEMML applies the latest and most appropriate science to promote sustainable management of natural and cultural resources on Department of Defense and other public lands. We provide technical support, conduct applied research, and offer career development and learning opportunities to support resource stewardship. We collaborate with our sponsors and within Colorado State University to resolve complex environmental issues, leaving a legacy of science-based decisions that sustain our resources for future generations.

To learn more about CEMML's contributions to land management, our mission, vision, and values, please visit <http://www.cemml.colostate.edu/>.

See a complete listing of open CEMML positions at <http://www.cemml.colostate.edu/careers>.

BACKGROUND CHECK

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search, and motor vehicle history.

COLORADO STATE UNIVERSITY COVID-19 VACCINATION POLICY

Beginning Monday, August 16, 2021, Colorado State University has mandated vaccinations against COVID-19. Faculty and staff are required to submit their vaccine status or declare an exemption. More information about the vaccination mandate can be found on the Colorado State University COVID-19 Information & Resources site at <https://covid.colostate.edu/pandemic-preparedness-team-broad-guidance-for-all-summer-and-fall-2021-activities/>.

EQUAL OPPORTUNITY STATEMENT

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity/expression, or pregnancy in its employment, programs, services and activities, and admissions, and, in certain circumstances, marriage to a co-worker. The University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity and equal access institution and affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

The Title IX Coordinator is the Director of the Office of Title IX Programs and Gender Equity, 123 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-1715, titleix@colostate.edu.

The Section 504 and ADA Coordinator is the Director of the Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836, oeo@colostate.edu.

The Coordinator for any other forms of misconduct prohibited by the University's Policy on Discrimination and Harassment is the Vice President for Equity, Equal Opportunity and Title IX, 101 Student Services Building, Fort Collins, Co. 80523-0160, (970) 491-5836, oeo@colostate.edu.

Any person may report sex discrimination under Title IX to the Office of Civil Rights, Department of Education.