



ENGINEER IN TRAINING, ENVIRONMENTAL

Characteristics of Work:

This is entry level environmental engineering work involving routine application of professional engineering principles in the implementation of federal, regional, and statewide programs for the control of environmental activities such as water pollution, air pollution, and waste management. The work affords some opportunity for use of independent judgement in planning work details and making minor technical decisions. The work involves some contact with federal, state, county, and municipal officials, consulting engineers, industrial officials, developers, water and sanitary system operators, and the general public. The work is performed under supervision.

Minimum Qualifications:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS

Education:

A Bachelor's Degree in an engineering curriculum from a school or college approved by the Mississippi State Board of Registration for Professional Engineers and Land Surveyors as of satisfactory standing, preferably with courses in environmental engineering;

OR

Education:

A Master's Degree in an engineering curriculum from a school or college wherein that same engineering curriculum at the undergraduate level is approved by the Mississippi State Board of Registration for Professional Engineers and Land Surveyors as of satisfactory standing, preferably with courses in environmental engineering; **AND** a Bachelor's Degree in an engineering, engineering technology, or related science curriculum of four (4) scholastic years from a school or college other than those approved by the Mississippi State Board of Registration for Professional Engineers and Land Surveyors, preferably with courses in environmental engineering.

Special Requirement:

Incumbent must possess a valid Driver's License from Mississippi or a contiguous state.

PHYSICAL REQUIREMENTS

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to

meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision, ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing:

Ability to give and receive information through speaking and listening skills.

Taste/Smell:

Ability to use the sense of smell to recognize and distinguish odors. Ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and to reach with hands and arms. The incumbent is frequently required to stand; and walk and to reach with hands and arms. The incumbent is occasionally required to climb or balance and stoop, kneel, crouch, or bend.

Competencies: The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES

Integrity and Honesty: Models and demonstrates high standards of integrity, trust, openness and respect for others. Demonstrates a sense of responsibility and commitment to the public trust through statements and actions. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Conscientiously abides by the rules, regulations and procedures governing work. Exhibits a strong work ethic by being productive, diligent, conscientious, timely, and loyal.

Service Orientation: Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers. Demonstrates a commitment to quality public service through statements and actions.

Accountability: Is productive and carries fair share of the workload. Accepts responsibility for actions and results. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Maintains a positive attitude. Effectively manages emotions and impulses. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy and concern; develops and maintains relationships. Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES

Technical Proficiency: The ability and willingness to become competent in the technical areas needed to do a specific job.

Reads, comprehends, evaluates, interprets, and implements federal, state, and local laws, policies, mandates, and regulations relating to professional and technical environmental engineering work. Reads, evaluates, develops, and interprets technical documents and design drawings. Exhibits an understanding of, compliance with, and implementation of safety rules and regulations. Exhibits the ability to identify alternatives and make technical decisions. If the situation requires, makes the best decision based on incomplete and conflicting information. Effectively utilizes enterprise-wide data and technical software needed to perform specific duties. Recognizes the need for continued professional and technical development. Demonstrates proficiency in applicable technical areas based on the application of acquired technical knowledge. Effectively participates in training and continuing education.

Problem Solving and Decision Making: The ability and willingness to work with people and to solve problems in order to effectively and efficiently complete assigned tasks.

Demonstrates the ability to anticipate potential—and identify existing—problems. Uses problem-solving tools to navigate to a practical solution. Analyzes the effects of decisions on stakeholders. Studies and evaluates problems/concerns; researches solutions; uses creative thinking, sound judgment, good decision-making skills, and current information to provide both oral and written solutions to problems, stakeholder inquiries, and policy changes. Negotiates when necessary to resolve problems. Seeks to identify and resolve conflict situations, and effectively deals with difficult issues and people. Exhibits the ability to handle multiple issues and projects concurrently.

Stakeholder Relations: The ability and willingness to interact and communicate effectively with stakeholders.

Represents and supports the agency positively (including mission, values, and goals). Demonstrates a functional understanding of the various organizational units within the agency and their relationships with each other. Provides proactive information to stakeholders to keep them informed of current and potential environmental situations. Demonstrates the ability to communicate complex technical ideas coherently and effectively, both in writing and orally, to technical and non-technical stakeholders. Recognizes, respects, and is sensitive to various stakeholders' perspectives. Recognizes sensitive information and keeps it confidential, consistent with the law.

Planning: The ability and willingness to become competent to contribute to the implementation of the mission of the agency.

Exhibits an understanding of the agency's mission, values, goals, policies, and financial capabilities.

Essential Functions: Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Ensures the proper handling and treatment of hazardous waste, solid waste, and the proper operation of air, water, waste water treatment systems, and underground storage tanks.
2. Provides information and assistance to government and industrial employees, developers, and the public concerning environmental issues.
3. Monitors programs and projects that impact the environment.

Examples of Work:

Examples of work performed in this classification include, but are not limited to, the following:

Conducts on-site inspections of public water supply systems, pollution abatement facilities, systems under construction, discharge points, complaint sites and sampling points.

Conducts field tests to determine environmental quality of air, water, and soil.

Provides limited technical assistance to Commission of Environmental Quality, local government officials, industrial officials, consulting engineers, developers, and system operators on water systems and air and waste pollution control systems.

Answers questions concerning environmental matters, water, air, and waste pollution systems, standards, and regulations.

Processes permits.

Prepares work progress reports.

Participates in compliance assurance activities.

Performs related or similar duties as required or assigned.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.