



Environmental Planner - Water Quality Planner

Job Description:

Design and conduct water quality studies, assist INCOG members with compliance with federal and state water regulations, act as Quality Assurance Officer on INCOG water quality projects, manage federal water related grant activities, assist in Green Country Stormwater Alliance (GCSA) activities, represent INCOG on technical committees and work groups, and perform other administrative and technical duties as assigned. Prepare hazard mitigation plans. Assist department with other sustainability programs as requested.

Essential Tasks:

1. Design and conduct water quality studies to support 303(d) listings and prepare necessary water quality reports.
2. Assist agencies with stream assessments as requested. Research, purchase and use field test kits and multi-parameter meters for field measurements to support INCOG and member needs.
3. Act as the INCOG Quality Assurance Officer. Responsible for the preparation of QA Project Plans, the INCOG Quality Management Plan, and preparing Standard Operation Procedures (SOPS) for various activities.
4. Design and conduct water quality and watershed characterizations including solicitation, assessment, and interpretation of data, organizing technical work groups, preparing data reports, and presenting study results to watershed stakeholders.
5. Research program needs and develop project workplans and budgets for EPA water quality grants. Prepare Semi-Annual Reports and track budgets and expenditures for grant and dues supported water quality projects.
6. Research federal and state legislation (pending and proposed regulations and bills), legal issues, regulations regarding water related issues, stormwater regulations, and assess impacts for INCOG members.
7. Support INCOG's GCSA program which includes researching technical and regulatory issues, preparing education materials, conducting employee training, giving presentations at conferences, and preparing technical documents.

8. Assist other departmental personnel with air, sustainability, alternative fuels, hazard mitigation, and Clean Cities programs as requested.

Qualifications:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in an environmental science program and three years combined experience in water quality work, data analysis, and environmental laws and regulations.

Knowledge, Abilities, and Skills: Must have a working knowledge of federal and state regulations and programs relating to water quality, understand laboratory analyses, quality assurance procedures, and water sampling protocols. Must have computer skills and be competent in Microsoft Office software programs, Excel, PowerPoint, and GIS usage. Knowledge of chemistry, biology, and ecology strongly desired. Must have experience with preparing budgets and making technical presentations. Must have strong communication skills (written and oral) and be able to discuss technical information with scientific and non-scientific communities.

Physical Requirements: Physical dexterity to use office equipment, strength and endurance to work outdoors in all weather conditions, climb stream banks, and to carry up to 30 lbs. of equipment.

Licenses and Certifications: Must have a valid Oklahoma driver's license. Possessing an Oklahoma Operator's License for water, wastewater, or laboratory is beneficial. Will need to obtain appropriate QA training certification from EPA.

Working Environment:

The working environment is mostly indoors in an office setting, with occasional outdoor work, primarily for sampling and inspection activities. Travel by automobile and occasional airline is required for attending meetings and field work. Outdoor work requires walking fields, roadsides, woods, and along creek banks while carrying test equipment and can be during hot or cold conditions.

Salary Range:

Starting salary ranges from \$49,000 to \$73,500 depending on qualifications and experience.

To Be Considered for the Position:

Please submit a resume detailing employment history, experience, education to: Personnel Director, INCOG, 2 West 2nd St., Suite 800, Tulsa, OK 74103 or email: resumes@incog.org.