



FEMA

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



Environmental / Historic Preservation Protection Specialist

APPLICATION PERIOD:	September 15, 2023 – September 25, 2023
SERIES & GRADE:	IC-0028-12; Environmental Protection Specialist
POSITION INFORMATION:	CORE
NUMBER OF POSITIONS:	1
WHO MAY APPLY:	All United States Citizens
SALARY	\$92,279 - \$119,964
DUTY LOCATION:	FEMA Region 5, 536 S Clark St, 6th Floor Chicago, IL 60605

FEMA Region 5's Environmental and Historic Preservation Team is seeking candidates to apply for an exciting opportunity within the EHP Field Team. FEMA encourages any qualified applicant to apply. All specialties welcome including but not limited to: Archaeology, Historic Preservation, Endangered Species, Wetlands, Floodplains, Environmental Justice, etc.

Description:

This position will serve as an Environmental / Historic Preservation Specialist (EHP) for FEMA Region 5.

The position will review mostly FEMA Public Assistance program work.

The position will require significant travel to FEMA Region 5 declared disasters.

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.

The duty station is Chicago, IL; when not deployed the applicant must meet the Agency in-office requirement in the Region 5 Office. This is not a remote job.

Key Experience and Requirements:

- Knowledge of environmental and historic preservation laws, regulations, and executive orders.
- General knowledge of FEMA EHP role in assisting programs achieve environmental compliance.
- Ability to build trust and credibility in EHP and its mission through effective professional interactions with Region 5 Public Assistance, their state applicants and sub-applicants.
- 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.



Duties

- Attend Exploratory Calls, Recovery Scoping Meetings, and Site Inspections on behalf of EHP.
- Review FEMA Public Assistance Grant Program projects for compliance with EHP laws, regulations, and executive orders.
- Develop requests for information (RFIs) for the program for projects as necessary.
- 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 Supervisor 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.
- Provide guidance, support, and oversight of EHP compliance and enforcement activities undertaken by Tribal, State, Territorial, local governments, and eligible private non-profit entities.

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

How to Apply

- Submit a resume and cover letter with the subject line: “Environmental Protection Specialist” to Karen.Poulson@fema.dhs.gov by Close of Business Monday September 25, 2023.

Next Steps

- All packages will be reviewed, and the best qualified 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.

Note: All candidates will be considered without regard to any non-merit reasons such as race, color, religion, sex, age, national origin, lawful political affiliation, marital status, disability, sexual orientation, protected genetic information, parental status, membership in an employee organization, or other non-merit factors