



# GEORGIA

DEPARTMENT OF NATURAL RESOURCES

## VACANCY ANNOUNCEMENT



Coastal  
Resources  
Division



Environmental  
Protection  
Division



Law  
Enforcement  
Division



State Parks &  
Historic Sites  
Division



Wildlife  
Resources  
Division

### Vacant Position Listing

Please click on the Job Title – Location to learn more about the advertised vacant positions.

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## Georgia County & Major City Map



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## ***Applicant Information***

- Vacancies are open to all qualified applicants. Applicants will be screened for the minimum qualifications listed for each job vacancy. Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the listed preferred qualifications, when applicable.
- Employees will be given the opportunity to compete within their division or within the central office to transfer to or voluntary demote to a vacant position prior to consideration of applicants from outside of the agency.
- Applications are accepted for advertised jobs only.
- To apply for an announced job vacancy, applicants must submit a Department of Natural Resources (DNR) Application for Employment to the individual address listed with each job posting. It is important that applications be sent directly to the contact person and/or locations listed. Applications sent to another location may not be forwarded and may result in applications not being considered.
- Applicants must submit one application for each position being applied for.
- A .pdf version and a Word version of the DNR Application for Employment can be found by visiting the Careers page of the DNR website at <https://gadnr.org/careers> .
- If submitting a résumé, please attach the résumé with a **completed** DNR Application for Employment.
- Please be sure to include the following information on your application, Job Title and Position Number.
- If the minimum qualifications for a job require a college education and you have obtained a degree from a college or university outside the USA, you are required to submit an International Education Evaluation Letter showing your degree is equivalent to one obtained at a college or university in the USA. International Educational Evaluations are accepted from the National Association of Credential Evaluation Services ([www.naces.org/members.htm](http://www.naces.org/members.htm)) or the Association of International Credentials Evaluators ([www.aice-eval.org](http://www.aice-eval.org)).
- Your application must be postmarked no later than the application deadline date noted on the specific job posting. Please note that deadlines will differ by job postings.
- Any offer of full time and part time employment by DNR is conditional upon a background check that is appropriate for the job functions and business necessity. If related criminal records are revealed in the process, the applicant will not be automatically disqualified.
- Information found on publicly posted social media accounts may be examined.
- Current State of Georgia employees transferring to a DNR position, on the same pay grade, will transfer at their existing pay. Current State of Georgia employees transferring to a DNR position, on a higher pay grade, will typically receive a 5% promotion, or go to the job minimum, whichever is greater. Current State of Georgia employees transferring to a DNR position, on a lower pay grade, will typically receive a demotion with a loss in pay.
- **All positions listed in this announcement are in the Unclassified Service and will be filled as unclassified positions.**
- All qualified applicants will be considered. Hiring locations will contact applicants regarding interviews but due to the volume of applications received not all applicants will be contacted or receive an interview.
- If you need this Vacancy Announcement in an alternate format, please contact the DNR Office of Human Resources at 404.656.7560.
- DNR is a registered participant in the federal work authorization program commonly known as E-Verify. DNR uses this program to verify employment eligibility of individuals hired on or after July 1, 2007. DNR's E-Verify ID # is 45119, Authorized July 1, 2007.
- The Georgia Department of Natural Resources is an Equal Opportunity Employer.

Additional information on the Georgia Department of Natural Resources Operating Divisions can be located by visiting the below website addresses:

**Coastal Resources Division**  
**Environmental Protection Division**  
**Law Enforcement Division**  
**Parks and Historic Sites Division**  
**Wildlife Resources Division**

[www.CoastalGADNR.org](http://www.CoastalGADNR.org)  
[www.GeorgiaEPD.org](http://www.GeorgiaEPD.org)  
[www.GADNRLE.org](http://www.GADNRLE.org)  
[www.GAStateParks.org](http://www.GAStateParks.org)  
[www.GeorgiaWildlife.org](http://www.GeorgiaWildlife.org)

**NOTE: Information in this Vacancy Announcement is subject to change.**

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## Coastal Resources Division Vacancies

### *Marine Technician 3 – Glynn County*

<b>LOCATION</b>	CRD Headquarter						
<b>DIVISION</b>	Coastal Resources Division						
<b>POSITION #</b>	<b>TBD</b>	<b>JOB CODE</b>	<b>NRT052</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$45,805.13</b>

#### **JOB DESCRIPTION**

Under broad supervision, the incumbent in this position will support biological and technical staff during the collection of data used to manage Georgia's marine fisheries. Primary duties will be supervising a Marine Technician 1 and part-time Natural Resources Workers conducting interviews with marine recreational anglers for the Access Point Angler Intercept Survey (APAIS) at public access fishing sites throughout coastal Georgia. Responsibilities include managing assignment schedules; data QA/QC; conducting site visits, attending state and coast-wide wave meetings, maintenance of assigned vehicles; accurately identifying southeastern Atlantic marine finfish; collecting data such as species caught, number kept and released, length and weight measurements; strong attention to detail while adhering to rigid survey protocols/deadlines and public outreach and education. A substantial portion of the above will occur during non-traditional work hours, including evenings, weekends, and holidays as well as potentially adverse weather conditions.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Marine Sciences or a related field from an accredited college or university.

**OR**

Associate's degree or equivalent coursework (90 quarter hours or 60 semester hours) in Marine Sciences or a related field from an accredited college or university

**AND**

One year of experience required at the lower level Marine Technician 2 (NRT051) or position equivalent.

**OR**

High school diploma or GED

**AND**

Two years of experience in the Coastal Resources Division as a Marine Technician 2 (NRT051) or position equivalent.

**NOTE:** Please direct questions about the duties of the position to Eli O'Cain at [Elijah.Ocain@dnr.ga.gov](mailto:Elijah.Ocain@dnr.ga.gov) or (912) 264-7218.

#### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Supervisory experience
- Experience conducting surveys (e.g., standardized interviews/questionnaires)
- Experience identifying and/or collecting scientific data for southeastern Atlantic marine fish (e.g., Commercial/recreational fishing industry or research)
- Experience with Microsoft Office products (Word, Excel, Access, etc.)
- Proficiency with electronic data collection (e.g., tablets and online databases)

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**Marine Technician 3 Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](mailto:CRD.CRDDNR@dnr.ga.gov) below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Coastal Resources Division  
C/O Gale Kennedy  
One Conservation Way, Suite 312  
Brunswick, GA 31520-8687

[CRD.CRDDNR@dnr.ga.gov](mailto:CRD.CRDDNR@dnr.ga.gov) (Please include the position title in the subject) or Fax: (912) 262-3112.

**The Deadline date to apply for this position is 6/17/25**

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## **Marine Technician 1 – Glynn County**

<b>LOCATION</b>	CRD Headquarters						
<b>DIVISION</b>	Coastal Resources Division						
<b>POSITION #</b>	TBD	<b>JOB CODE</b>	NRT050	<b>PAYGRADE</b>	H	<b>ENTRY SALARY</b>	\$37,855.48

### **JOB DESCRIPTION**

Under direct supervision, the incumbent in this position will support biological and technical staff during the collection of data used to manage Georgia's marine fisheries. Primary duties will be conducting interviews with marine recreational anglers for the Access Point Angler Intercept Survey (APAS) at public access fishing sites throughout coastal Georgia. Responsibilities include: accurately identifying southeastern Atlantic marine finfish; collecting data such as species caught, number kept and released, length and weight measurements; strong attention to detail while adhering to rigid survey protocols/deadlines; assisting supervisor with data edits and scheduling; assisting the commercial statistics program with data entry and other tasks as needed, participating in other surveys within the Marine Fisheries Division and public outreach and education. A substantial portion of the above will occur during non-traditional work hours, including evenings, weekends, and holidays as well as potentially adverse weather conditions.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED

**AND**

One year of work experience in natural resource management or related skilled trade.

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Bachelor's degree in marine fisheries, marine science, ecology or related field
- Experience conducting surveys (e.g., standardized interviews/questionnaires)
- Experience identifying and/or collecting scientific data for southeastern Atlantic marine fish (e.g., Commercial/recreational fishing industry or research)
- Experience with Microsoft Office products (Word, Excel, Access, etc.)
- Proficiency with electronic data collection (e.g., tablets and online databases)

**NOTE:** Please direct questions about the duties of the position to Eli O'Cain at [Elijah.Ocain@dnr.ga.gov](mailto:Elijah.Ocain@dnr.ga.gov) or (912) 264-7218.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Coastal Resources Division  
C/O Gale Kennedy  
One Conservation Way, Suite 312  
Brunswick, GA 31520-8687

[CRD.CRDDNR@dnr.ga.gov](mailto:CRD.CRDDNR@dnr.ga.gov) (Please include the position title in the subject) or Fax: (912) 262-3112.

**The Deadline date to apply for this position is 6/17/25**

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**\*Marine Technician 1 – Glynn County**

<b>LOCATION</b>	CRD Headquarters						
<b>DIVISION</b>	Coastal Resources Division						
<b>POSITION #</b>	<b>00217302</b>	<b>JOB CODE</b>	<b>NRT050</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$37,855.48</b>

\*This Position is located in Brunswick, GA.

**JOB DESCRIPTION**

Under direct supervision, the incumbent supports biological and technical staff during the collection of data used to manage Georgia's marine recreational fisheries; and is responsible for the maintenance and operation of small research vessels in Georgia's territorial waters. The incumbent in this position will be expected to assist in accomplishing the goals and objectives of the Marine Sportfish Population Health Survey (MSPHS), which include conducting multiple biological field studies utilizing entanglement gear deployed from small vessels. This position requires good overall physical condition and ability to lift gear and equipment weighing more than 50 pounds. The incumbent must be able to work at sea, often for long periods and in adverse conditions. The incumbent may be required to communicate complex information to various stakeholder groups (scientists, fishing industry, anglers, general public, and elected officials).

**MINIMUM QUALIFICATIONS**

High school diploma or GED

**AND**

One year of work experience in natural resource management or related skilled trade.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Proficiency in operating boats, motors, and trailering
- Experience in vessel maintenance, trailer maintenance and repair, and outboard troubleshooting
- Knowledge and identification of recreational Georgia saltwater sportfish
- Experience in field sampling methodology: deployment, retrieval, and maintenance of sampling gears (gill & trammel nets, trawls, seines, tagging, telemetry equipment, hook and line, etc.)
- Experience in field data collection and data entry

NOTE: Please direct questions about the duties of the position to Ryan Harrell at [Ryan.Harrell@dnr.ga.gov](mailto:Ryan.Harrell@dnr.ga.gov) or (912) 264-7218.

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**Marine Technician 1 Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](mailto:CRD.CRDDNR@dnr.ga.gov) below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Coastal Resources Division  
C/O Gale Kennedy  
One Conservation Way, Suite 312  
Brunswick, GA 31520-8687

[CRD.CRDDNR@dnr.ga.gov](mailto:CRD.CRDDNR@dnr.ga.gov) (Please include the position title in the subject) or Fax: (912) 262-3112.

**The Deadline date to apply for this position is 6/20/25**

### **Marine Technician 1 – Bryan County**

<b>LOCATION</b>	CRD Richmond Hill						
<b>DIVISION</b>	Coastal Resources Division						
<b>POSITION #</b>	<b>00171850</b>	<b>JOB CODE</b>	<b>NRT050</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$37,855.48</b>

#### **JOB DESCRIPTION**

Under direct supervision, the incumbent supports biological and technical staff during the collection of data used to manage Georgia's marine recreational fisheries; and is responsible for the maintenance and operation of small research vessels in Georgia's territorial waters. The incumbent in this position will be expected to assist in accomplishing the goals and objectives of the Marine Sportfish Population Health Survey (MSPHS), which include conducting multiple biological field studies utilizing entanglement gear deployed from small vessels. This position requires good overall physical condition and ability to lift gear and equipment weighing more than 50 pounds. The incumbent must be able to work at sea, often for long periods and in adverse conditions. The incumbent may be required to communicate complex information to various stakeholder groups (scientists, fishing industry, anglers, general public, and elected officials).

#### **MINIMUM QUALIFICATIONS**

High school diploma or GED

**AND**

One year of work experience in natural resource management or related skilled trade.

#### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Proficiency in operating boats, motors, and trailering
- Experience in vessel maintenance, trailer maintenance and repair, and outboard troubleshooting
- Knowledge and identification of recreational Georgia saltwater sportfish
- Experience in field sampling methodology: deployment, retrieval, and maintenance of sampling gears (gill & trammel nets, trawls, seines, tagging, telemetry equipment, hook and line, etc.)
- Experience in field data collection and data entry

NOTE: Please direct questions about the duties of the position to Chris Kalinowsky at [Chris.Kalinowsky@dnr.ga.gov](mailto:Chris.Kalinowsky@dnr.ga.gov) or (912) 264-7218.

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**Marine Technician 1 Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](mailto:CRD.CRDDNR@dnr.ga.gov) below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Coastal Resources Division  
C/O Gale Kennedy  
One Conservation Way, Suite 312  
Brunswick, GA 31520-8687

[CRD.CRDDNR@dnr.ga.gov](mailto:CRD.CRDDNR@dnr.ga.gov) (Please include the position title in the subject) or Fax: (912) 262-3112.

**The Deadline date to apply for this position is 6/20/25**

## **Parks & Historic Sites Division Vacancies**

### ***Marketing Specialist Supervisor – Henry County***

<b>LOCATION</b>	Parks Headquarters						
<b>DIVISION</b>	Parks & Historic Sites Division						
<b>POSITION #</b>	<b>00156930</b>	<b>JOB CODE</b>	<b>GSP073</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$57,369.68</b>

#### **JOB DESCRIPTION**

Supervises, guide, and/or instructs the work assignments of subordinate staff. Supervises the development, implementation and planning of an overall marketing strategy for a section, division or agency. Develops and administers the marketing budget.

#### **Primary Duties & Responsibilities**

- Supervises and plans work of assigned staff
- Develop effective marketing materials
- Develop marketing plans and outlines marketing and advertising strategies
- Establishes and maintains a working relationship with the area business community, internal and external agency customers and other related contacts
- Evaluate the financial aspects, such as budgets, expenditures, research and development
- Facilitates implementation of marketing plans with management and/or staff
- Manages/leads strategic planning process in accordance with established guidelines
- Negotiates contract with vendors and distributors to manage product distribution
- Provides direction and oversees the development of an effective and comprehensive marketing plan
- Select products and accessories to be displayed at trade or special production shows

#### **MINIMUM QUALIFICATIONS**

Associate degree in communication, English, or public relations from an accredited college or university

**AND**

Four (4) years of job-related experience.

**OR**

One year of experience required at the lower-level Marketing Specialist 3 (GSP072) or position equivalent.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a complete DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
 State Parks & Historic Sites Division  
 ATTN: Londa Moates  
 2610 Highway 155, SW  
 Stockbridge, GA 30281  
[parkshq@dnr.ga.gov](mailto:parkshq@dnr.ga.gov)

**Open until filled**

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***\*Deputy State Archaeologist – Henry County***

<b>LOCATION</b>	Parks Headquarters						
<b>DIVISION</b>	Parks & Historic Sites Division						
<b>POSITION #</b>	<b>00098656</b>	<b>JOB CODE</b>	<b>NRP033</b>	<b>PAYGRADE</b>	<b>K</b>	<b>ENTRY SALARY</b>	<b>\$47,879.85</b>

\*Official Title – Curator/Preservationist Supervisor

**JOB DESCRIPTION**

The incumbent in this position serves as the Deputy State Archaeologist within the Georgia Office of the State Archaeologist (OSA). Under the direction of the Georgia State Archaeologist, the primary duties of this position include management of the day-to-day activities of the OSA including the supervision of one staff member. The successful candidate will focus on managing workflow to provide archaeological technical assistance to the Parks and Historic Sites Division (PHSD) and the Wildlife Resources Division (WRD) concerning compliance with the Georgia Environmental Policy Act (GEPA) and state stewardship laws and partnering with PHSD staff to develop new and update existing interpretive signage, displays, and exhibits. The successful applicant will triage all incoming cultural resource review requests, assign them for review, and ensure they are completed in a timely manner. These projects will require both desktop review as well as field reconnaissance surveys primarily on state lands managed by WRD and PHSD throughout Georgia. Additional duties will include coordinating with partner organizations to provide archaeological outreach programming, providing cultural resource technical assistance to members of the public and other partnering agencies and assist the State Archaeologist with DNR's NAGPRA compliance. This position will require occasional overnight travel with long days in remote locations. The incumbent will work closely with WRD Forest Management Timber Operations, WRD land managers and biologists, PHSD interpretive and site staff, the DNR State Lands Archaeologist, DNR Engineering and Construction and the Georgia State Archaeologist. This position must meet the Secretary of the Interior's professional qualification standards for archaeology.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Natural Resource Management, Environmental Science, Historical Preservation or a closely related field from an accredited college or university

**AND**

Two years of experience in a directly related field.

**OR**

High school diploma or GED

**AND**

Two years of experience required at the lower-level Curator/Preservationist 3 (NRP032) or position equivalent.

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## **Deputy State Archaeologist Continued**

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with a master's degree in archaeology, anthropology or a closely related field in combination with two (2) or more of the following qualifications:

- Five (5) years' experience in cultural resource management in the Southeastern US.
- A minimum of three (3) years archaeological field experience.
- Familiarity with federal, state, and local historic preservation regulations.
- Demonstrated proficiency with GIS and GPS.
- Experience with public lands management and/or timber harvesting protocols.
- Demonstrated ability in conducting archaeological survey for Section 106 compliance and preparing archaeological reports for Section 106 review.
- Experience complying with NAGPRA.
- A minimum of one (1) year supervisory experience.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](#) below or mail a complete DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
State Parks & Historic Sites Division  
ATTN: Londa Moates  
2610 Highway 155, SW  
Stockbridge, GA 30281  
[parkshq@dnr.ga.gov](mailto:parkshq@dnr.ga.gov)

**Open until filled**

### ***Park / Historic Site Manager 3 – McIntosh County***

<b>LOCATION</b>	<b>Reynold's Mansion on Sapelo Island</b>						
<b>DIVISION</b>	<b>Parks &amp; Historic Sites Division</b>						
<b>POSITION #</b>	<b>00099123</b>	<b>JOB CODE</b>	<b>NRP014</b>	<b>PAYGRADE</b>	<b>K</b>	<b>ENTRY SALARY</b>	<b>*\$70,000.00</b>

\* A salary adjustment is granted to this position in recognition of the additional demands and responsibilities inherent to the island assignment, including:

- Dependence on ferry service for daily operations and commuting.
- Emergency management planning specific to an island setting.
- Limited access to supplies and essential services.
- Consideration for family displacement or significant lifestyle adjustments due to the remote location.

#### **JOB DESCRIPTION**

Under limited supervision, plans, directs, manages, or coordinates activities of a Georgia State Parks facility (state parks, historical sites, golf courses and/or lodges). Organizes processes and develops procedures to manage administrative aspects of the park. Responsible for the management of staff, budget and revenue.

#### **Primary Duties & Responsibilities:**

- Supervises and plans work of assigned staff
- Answers inquiries pertaining to policies and services, and resolves occupants' complaints
- Collects payments and records data pertaining to funds and expenditures
- Coordinates activities and resolves complex problems
- Coordinates use of facilities with internal and external consumers
- Ensures Site security and visitor/associate safety
- Implements and evaluates cash management procedures
- Manages the recruitment of volunteers
- Markets and implements an ongoing program of interpretation, outdoor recreation and public relations
- Observes and monitors to ensure efficient operations and adherence to facility's policies and procedures
- Oversees generation of revenue from multiple sources
- Oversees the management of the facilities
- Prepares budget requests and maintains the budget through effective budgeting decisions
- Provides a comprehensive program of educational opportunities for the benefit of site visitors
- Reviews and prepare all reports, documents and information for the operation of a Facility

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university

**AND**

Three years of full-time supervisory experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security, or facilities maintenance.

**OR**

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**Park Historic Site Manager 3 Continued**

Associate degree from an accredited college or university

**AND**

Five years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security, or facilities maintenance, including three years of supervisory experience.

**OR**

High school diploma or GED

**AND**

Seven years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security, or facilities maintenance, including three years of supervisory experience.

**OR**

Four years of experience as a Park/Historic Sites Manager 1 (NRP012).

**OR**

Two years of experience required as a Park/Historic Site Manager 2 (NRP013).

**NOTE:** The selected candidate must reside in the housing provided. If not currently residing in DNR housing, the selected candidate will be required to pay 100% of residence utilities.

**NOTE:** Upon transfer, reassignment, or relocation from the island, the employee's salary shall revert to the standard pay rate applicable to the position on the mainland, currently \$57,200 annually or as otherwise determined by the relevant pay scale at that time.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a complete DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Parks and Historic Sites Division  
ATTN: Sandra Harris  
One Conservation Way  
Brunswick, GA 31520  
[Parks6@dnr.ga.gov](mailto:Parks6@dnr.ga.gov)

**Open until filled**

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## ***Park / Historic Site Manager 2 – Seminole County***

<b>LOCATION</b>	Seminole State Park						
<b>DIVISION</b>	Parks and Historic Sites Division						
<b>POSITION #</b>	<b>00099028</b>	<b>JOB CODE</b>	<b>NRP013</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$44,272.13</b>

### **JOB DESCRIPTION**

Under limited supervision, plans and coordinates activities of a Georgia State Parks facility (state parks, historical sites, golf courses and/or lodges). Organizes processes and develops procedures to manage administrative aspects of park. Responsible for the management of staff, budget and revenue.

#### **Primary Duties & Responsibilities:**

- Supervises and plans work of assigned staff
- Answers inquiries pertaining to policies and services, and resolves occupants' complaints
- Collects payments and records data pertaining to funds and expenditures
- Coordinates activities and resolves complex problems
- Coordinates use of facilities with internal and external consumers
- Ensures Site security and visitor/associate safety
- Implements and evaluates cash management procedures
- Manages the recruitment of volunteers
- Markets and implements an ongoing program of interpretation, outdoor recreation and public relations
- Observes and monitors to ensure efficient operations and adherence to facility's policies and procedures
- Oversees generation of revenue from multiple sources
- Oversees the management of the facilities
- Prepares budget requests and maintains the budget through effective budgeting decisions
- Provides a comprehensive program of educational opportunities for the benefit of site visitors
- Reviews and prepare all reports, documents and information for the operation of a Facility

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university

#### **AND**

Two years of full-time supervisory experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance.

#### **OR**

Associate's degree from an accredited college or university

#### **AND**

Four years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, including two years of supervisory experience.

#### **OR**

High school diploma or GED

#### **AND**

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**Park/Historic Site Manager 2 Continued**

Six years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, including two years of supervisory experience.

**OR**

Three years of experience required as an Assistant Park/Historic Site Manager (NRP011)

**OR**

One year of experience required as a Park/Historic Site Manager 1 (NRP012).

**NOTE:** The selected candidate must reside in housing provided. If not currently residing in DNR housing, the selected candidate will be required to pay 100% of residence utilities.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a complete DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Parks and Historic Sites Division  
ATTN: Lisa Keener  
2024 Newton Rd.  
Albany, GA 31701  
[Parks5@dnr.ga.gov](mailto:Parks5@dnr.ga.gov)

**Open until filled**

**[Return to the Vacant Position Listing](#)**

### ***Southern Resource Manager – Henry County***

<b>LOCATION</b>	<b>Parks Headquarters</b>						
<b>DIVISION</b>	<b>Parks &amp; Historic Site Division</b>						
<b>POSITION #</b>	<b>00099039</b>	<b>JOB CODE</b>	<b>NRP012</b>	<b>PAYGRADE</b>	<b>I</b>	<b>ENTRY SALARY</b>	<b>\$40,995.03</b>

\*Official Title: Park/Historic Site Manager 1

#### **JOB DESCRIPTION**

Under broad supervision, plans and coordinates natural resource management activities on a Georgia State Parks facility (state parks, historical sites, golf courses and/or lodges). Works closely with site management in a support role to manage natural resources.

#### **Primary Duties & Responsibilities:**

- Performs job responsibilities with minimal supervision
- Research and answer inquiries pertaining to best management practices, technical issues, and standard operating procedures
- Functions as a coordinator of services and liaison between site staff and established resources
- Develops professional partnerships with other resource management professionals
- Supervises assigned staff, including seasonal resource management personnel
- Responds to reports of ‘trees of concern’ by engaging specialized resources or personally assisting.
- Assists sites with managing wildlife populations through managed quota hunts.
- Coordinates and conducts controlled burns
- Carries out invasive plant species removal and invasive pest control
- Performs aquatic vegetation treatments
- Aids sites with nuisance animal issues
- Engages in forest health activities, such as facilitating timber harvest operations and reforestation
- Performs habitat restoration planning and activities
- Implements practices to manage rare and threatened protected species
- Transports and operates advanced equipment, e.g. skid steer, mulching head, skid sprayer, ATV
- Assists with fish habitat improvement, e.g. building fish attractors, installing fish feeders
- Writes and reviews resource management plans
- Conducts conservation easement monitoring
- Maintains organization, security, and inventory records of equipment and materials
- Properly handles and stores chemicals used in resource management activities
- Utilizes devices and software to record features and generates maps
- Ensures Department and resource-related administrative requirements are completed
- Conducts resource-related familiarizations and informal trainings
- Other - may be requested to assist with: EPD-related matters (e.g. drinking water, wastewater, beach water, dams), trails, erosion, storm debris

***(CONTINUED ON PAGE 20)***

**[Return to the Vacant Position Listing](#)**

## **Southern Resource Manager Continued**

### **Preferred Qualifications:**

- ASI ATV certification
- Wildland Firefighting (e.g. FFT-2, FFT-1)
- GFC Prescribed Burn Certification
- Commercial Driver's License
- Chainsaw certification
- Pesticide Applicator License
- Emergency Medical Responder certification
- GIS/QGIS experience

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university

**AND**

One year of full-time supervisory/administrative experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance.

**OR**

Associate's degree from an accredited college or university

**AND**

Three years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, including one year of supervisory experience.

**OR**

High school diploma or GED

**AND**

Five years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, which includes one year in a lead worker, team leader or supervisory role.

**OR**

Two years of experience required as an Assistant Park/Historic Site Manager (NRP011).

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](#) below or mail a complete DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
 State Parks & Historic Sites Division  
 ATTN: Londa Moates  
 2610 Highway 155, SW  
 Stockbridge, GA 30281  
[parkshq@dnr.ga.gov](mailto:parkshq@dnr.ga.gov)

**Open until filled**

**[Return to the Vacant Position Listing](#)**

### ***Park / Historic Site Assistant Manager – Charlton County***

<b>LOCATION</b>	Stephen Foster State Park						
<b>DIVISION</b>	Parks and Historic Sites Division						
<b>POSITION #</b>	<b>00177908</b>	<b>JOB CODE</b>	<b>NRP011</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$39,748.25</b>

#### **JOB DESCRIPTION**

Under general supervision, plans and coordinates activities of a Georgia State Parks facility (state parks, historical sites, golf courses and/or lodges). Organizes processes and develops procedures to manage administrative aspects of park. This is the entry/training level of the Parks Facilities Management job series. Directs subordinate supervisors and staff.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university.

**OR**

Associate's degree from an accredited college or university

**AND**

Two years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

**OR**

Associate's degree from an accredited college or university

**AND**

Six months experience at a Georgia State Park and Historic Site, Manager in Training program.

**OR**

High School Diploma or GED

**AND**

Three years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

**NOTE:** The selected candidate must reside in the housing provided. If not currently residing in DNR housing, the selected candidate will be required to pay 100% of residence utilities.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a complete DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Parks and Historic Sites Division  
ATTN: Sandra Harris  
One Conservation Way  
Brunswick, GA 31520  
[Parks6@dnr.ga.gov](mailto:Parks6@dnr.ga.gov)

**Open until filled**

**[Return to the Vacant Position Listing](#)**

**\*Assistant Golf Course Manager – Elbert County**

<b>LOCATION</b>	Richard B. Russell State Park						
<b>DIVISION</b>	Parks and Historic Sites Division						
<b>POSITION #</b>	<b>00098913</b>	<b>JOB CODE</b>	<b>NRP011</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$39,748.25</b>

\*Official Title: Assistant Park/Historic Site Manager

**JOB DESCRIPTION:**

Directly supervises and manages The Arrowhead Pointe/The Grill foodservice operation.

**Primary Duties and Responsibilities:**

- Takes customer orders, apportions food on plates and serves food to facility residents, employees and patrons, and take-out orders.
- Assists in the management of all activities related to food receipt, meal delivery, and cleanup.
- Oversees food service inventory and estimates the amount and cost of required supplies such as food and ingredients.
- Keeps records required by government agencies regarding sanitation and food subsidies when appropriate.
- Monitors compliance with health, sanitation, safety, and fire regulations regarding food preparation and serving, and building maintenance in dining facilities.
- Interviews, trains, and schedules Grill employees.
- Monitors food preparation methods, portions sizes, garnishing, presentation, and display of food.
- Prepares and cooks food of all types, either on a regular basis or for special guests or functions.
- Schedules and receives food and beverage deliveries, checking delivery contents in order to verify product quantity and quality.
- Supports all aspects of Arrowhead Pointe Golf Course operations.
- Answers inquiries pertaining to policies and services and resolves occupants' complaints.
- Collects payments and records data pertaining to funds and expenditures.
- Coordinates activities and resolves problems.
- Develops and maintains a program of protection and security for site visitors and facilities according to established procedures.
- Ensures the safety and security of the site.
- Maintains and manages facilities.
- Observes and monitors to ensure efficient operations and adherence to facility's policies and procedures.
- Oversees collection of all monies received for registrations, retail merchandise sales, products or equipment/lodging rentals.
- Supervises assigned staff.

**(CONTINUED ON PAGE 23)**

[Return to the Vacant Position Listing](#)

**Assistant Golf Course Manager Continued****MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university.

**OR**

Associate's degree from an accredited college or university

**AND**

Two years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

**OR**

Associate's degree from an accredited college or university

**AND**

Six months experience at a Georgia State Park and Historic Site, Manager in Training program.

**OR**

High School Diploma or GED

**AND**

Three years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
State Parks & Historic Sites Division  
ATTN: Matthew Palmer  
P.O. Box 1029  
Helen, GA 30545  
[Parks2@dnr.ga.gov](mailto:Parks2@dnr.ga.gov)

**Open until filled**

**[Return to the Vacant Position Listing](#)**

### ***Park / Historic Site Assistant Manager – Jenkins County***

<b>LOCATION</b>	<b>Magnolia Springs State Park</b>						
<b>DIVISION</b>	<b>Parks and Historic Sites Division</b>						
<b>POSITION #</b>	<b>00099109</b>	<b>JOB CODE</b>	<b>NRP011</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$37,855.48</b>

#### **JOB DESCRIPTION**

Under general supervision, plans and coordinates activities of a Georgia State Parks facility (state parks, historical sites, golf courses and/or lodges). Organizes processes and develops procedures to manage administrative aspects of park. This is the entry/training level of the Parks Facilities Management job series. Directs subordinate supervisors and staff.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university.

**OR**

Associate's degree from an accredited college or university

**AND**

Two years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

**OR**

Associate's degree from an accredited college or university

**AND**

Six months experience at a Georgia State Park and Historic Site, Manager in Training program.

**OR**

High School Diploma or GED

**AND**

Three years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

**NOTE:** The selected candidate must reside in the housing provided. If not currently residing in DNR housing, the selected candidate will be required to pay 100% of residence utilities.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a complete DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Parks and Historic Sites Division  
ATTN: Kat Edmond  
360 Cedar Street  
Metter, GA 30439  
[Parks4@dnr.ga.gov](mailto:Parks4@dnr.ga.gov)

**Open until filled**

**[Return to the Vacant Position Listing](#)**

### ***Sous Chef – McIntosh County***

<b>LOCATION</b>	Reynold's Mansion on Sapelo Island						
<b>DIVISION</b>	Parks & Historic Sites Division						
<b>POSITION #</b>	<b>00185547</b>	<b>JOB CODE</b>	<b>FFT011</b>	<b>PAYGRADE</b>	<b>G</b>	<b>ENTRY SALARY</b>	<b>\$40,000.00</b>
	<b>00187347</b>						

\*Official Title: Food Service Specialist 2

#### **JOB DESCRIPTION**

Works in the preparation, cooking, serving and distribution of food to customers, clients and/or employees. Operates and maintains specialized food service equipment and performs general facility and equipment sanitation maintenance in accordance with federal, state, and department guidelines. Serves as lead worker.

#### **Primary Duties & Responsibilities:**

- Performs job responsibilities with minimal supervision
- Cleans work areas, equipment, utensils, dishes, and silverware
- Cleans, peels, slices and trims foodstuffs using manual and electric appliances
- Conducts or assists with food supply requisitions and sanitation and maintenance inspections
- Coordinates the daily work schedule of cashiers with the cafeteria manager
- Observes safety, sanitation and health rules and standards
- Portions food or places it directly on plates for service to facility residents, employees or patrons and packages takeout foods
- Prepares foods
- Replenishes supplies of food, condiments, and equipment at steam tables and service bars
- Serves as a lead worker to assigned food service workers
- Stores food in designated containers and storage areas to prevent spoilage
- Takes customers' orders and serves customers
- Trains workers in food preparation, and in service, sanitation, and safety procedures
- Unpacks and stores supplies, raw and prepared food products

#### **MINIMUM QUALIFICATIONS**

High school diploma/GED

#### **AND**

Two (2) years of experience in a food service operation in a capacity that involved formal supervision of workers.

#### **OR**

One (1) year of experience at the lower level Food Service Specialist 1 (FFT010) or position equivalent.

**NOTE: Overnight stays will be required (if commuting from the mainland) when groups are occupying the Mansion.**

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[Return to the Vacant Position Listing](#)

**Sous Chef Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](#) below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Parks and Historic Sites Division  
ATTN: Sandra Harris  
1 Conservation Way  
Brunswick, GA 31520  
[Parks6@dnr.ga.gov](mailto:Parks6@dnr.ga.gov)

Open until filled

## ***Mechanic 2 – Morgan County***

<b>LOCATION</b>	<b>Hard Labor Creek State Park</b>						
<b>DIVISION</b>	<b>Parks &amp; Historic Sites Division</b>						
<b>POSITION #</b>	<b>00170246</b>	<b>JOB CODE</b>	<b>FET061</b>	<b>PAYGRADE</b>	<b>G</b>	<b>ENTRY SALARY</b>	<b>\$34,072.95</b>

### **JOB DESCRIPTION**

Under general supervision, maintains, diagnoses, inspects and/or repairs engines, vehicles and other motorized equipment.

#### **Primary Duties & Responsibilities:**

- Abides by safety guidelines appropriate to the operation of the facility
- Evaluates condition and operability of equipment
- Inspects completed work for conformity to specifications
- Insures that parts for installation or maintenance meet required standards
- May inspect and make repair estimates for damaged vehicles and equipment
- May prepare and paint equipment and vehicles
- Operates mechanic's tools, metalworking, and welding equipment
- Performs maintenance and repair to equipment, automobiles, trucks, and other engine driven equipment
- Replaces and fabricates equipment components, body parts and performs body adjustments
- Tests, inspects and evaluates equipment to proper and safe operation in completion of repairs

### **MINIMUM QUALIFICATIONS**

High school diploma/GED

**AND**

Two (2) years of experience in the area of assignment.

**OR**

One (1) year of experience at the lower level Mechanic 1 (FET060) or position equivalent.

**NOTE:** Some positions may require specific licensure.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Parks and Historic Sites Division  
ATTN: Denise White  
1463 Knox Chapel Road  
Social Circle, GA 30025  
[Parks3@dnr.ga.gov](mailto:Parks3@dnr.ga.gov)

**Open until filled**

**[Return to the Vacant Position Listing](#)**

## **General Trades Technician 2 – Harris County**

<b>LOCATION</b>	F.D. Roosevelt State Park						
<b>DIVISION</b>	Parks & Historic Sites Division						
<b>POSITION #</b>	<b>00098958</b>	<b>JOB CODE</b>	<b>FET031</b>	<b>PAYGRADE</b>	<b>F</b>	<b>ENTRY SALARY</b>	<b>\$32,574.89</b>

### **JOB DESCRIPTION**

Under general supervision, performs a variety of semiskilled and skilled building trades work in the repair, maintenance or construction of state buildings and related structures. Installs and maintains security, climate control and other facilities systems.

### **Primary Duties & Responsibilities**

- Assembles, installs and/or repairs wiring, electrical and electronic components, pipe systems and plumbing, machinery and equipment
- Diagnoses and corrects mechanical and structural problems, check blueprints, repair manuals and parts catalogs
- Ensures all maintenance conforms to quality standards and designated timeliness
- Handles hazardous materials according to laws and regulations
- Installs, maintains, evaluates and repairs any components of the systems
- Operates plant equipment and building automation systems
- Operates trade related tools and equipment; maintains/assists an accurate inventory of all materials and equipment
- Performs basic and skilled painting, carpentry and roofing tasks
- Performs general maintenance and repair work on facilities and equipment
- Performs routine preventive maintenance to ensure that machines operate smoothly, efficiently and physical condition of buildings does not deteriorate
- Read, utilizes blueprints, plans, drawings and sketches to determine the work to be performed and resources required
- Renovates or builds additions to existing facilities
- Repairs and performs maintenance on plumbing fixtures, lighting, air vents and air conditioning units and facilities
- Wears safety equipment and observes all safety practices and regulations

### **MINIMUM QUALIFICATIONS**

High school diploma or GED

**AND**

Two years of experience in building repairs and maintenance or in the specific area of assignment.

**OR**

One year of experience at the lower-level General Trades Technician 1 (FET030) or position equivalent.

**NOTE:** Some positions may require area specific certifications/licenses.

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[Return to the Vacant Position Listing](#)

**General Trades Technician 2 Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Parks and Historic Sites Division  
ATTN: Lisa Keener  
2024 Newton Rd.  
Albany, GA 31701  
[Parks5@dnr.ga.gov](mailto:Parks5@dnr.ga.gov)

**Open until filled**

## ***General Trades Technician 2 – Rabun County***

<b>LOCATION</b>	Tallulah Gorge State Park						
<b>DIVISION</b>	Parks & Historic Sites Division						
<b>POSITION #</b>	<b>00098836</b>	<b>JOB CODE</b>	<b>FET031</b>	<b>PAYGRADE</b>	<b>F</b>	<b>ENTRY SALARY</b>	<b>\$32,574.89</b>

### **JOB DESCRIPTION**

Under general supervision, performs a variety of semiskilled and skilled building trades work in the repair, maintenance or construction of state buildings and related structures. Installs and maintains security, climate control and other facilities systems.

### **Primary Duties & Responsibilities**

- Assembles, installs and/or repairs wiring, electrical and electronic components, pipe systems and plumbing, machinery and equipment
- Diagnoses and corrects mechanical and structural problems, check blueprints, repair manuals and parts catalogs
- Ensures all maintenance conforms to quality standards and designated timeliness
- Handles hazardous materials according to laws and regulations
- Installs, maintains, evaluates and repairs any components of the systems
- Operates plant equipment and building automation systems
- Operates trade related tools and equipment; maintains/assists an accurate inventory of all materials and equipment
- Performs basic and skilled painting, carpentry and roofing tasks
- Performs general maintenance and repair work on facilities and equipment
- Performs routine preventive maintenance to ensure that machines operate smoothly, efficiently and physical condition of buildings does not deteriorate
- Read, utilizes blueprints, plans, drawings and sketches to determine the work to be performed and resources required
- Renovates or builds additions to existing facilities
- Repairs and performs maintenance on plumbing fixtures, lighting, air vents and air conditioning units and facilities
- Wears safety equipment and observes all safety practices and regulations

### **MINIMUM QUALIFICATIONS**

High school diploma or GED

**AND**

Two years of experience in building repairs and maintenance or in the specific area of assignment.

**OR**

One year of experience at the lower-level General Trades Technician 1 (FET030) or position equivalent.

**NOTE:** Some positions may require area specific certifications/licenses.

**(CONTINUED ON PAGE 31)**

[\*Return to the Vacant Position Listing\*](#)

**General Trades Technician 2 Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
State Parks & Historic Sites Division  
ATTN: Matthew Palmer  
P.O. Box 1029  
Helen, GA 30545  
[Parks2@dnr.ga.gov](mailto:Parks2@dnr.ga.gov)

**Open until filled**

### **General Trades Technician 2 – Morgan County**

<b>LOCATION</b>	Hard Labor Creek State Park						
<b>DIVISION</b>	Parks & Historic Sites Division						
<b>POSITION #</b>	<b>00098899</b>	<b>JOB CODE</b>	<b>FET031</b>	<b>PAYGRADE</b>	<b>F</b>	<b>ENTRY SALARY</b>	<b>\$32,574.89</b>
	<b>00098990</b>						

#### **JOB DESCRIPTION**

Under general supervision, performs a variety of semiskilled and skilled building trades work in the repair, maintenance or construction of state buildings and related structures. Installs and maintains security, climate control and other facilities systems.

#### **Primary Duties & Responsibilities**

- Assembles, installs and/or repairs wiring, electrical and electronic components, pipe systems and plumbing, machinery and equipment
- Diagnoses and corrects mechanical and structural problems, check blueprints, repair manuals and parts catalogs
- Ensures all maintenance conforms to quality standards and designated timeliness
- Handles hazardous materials according to laws and regulations
- Installs, maintains, evaluates and repairs any components of the systems
- Operates plant equipment and building automation systems
- Operates trade related tools and equipment; maintains/assists an accurate inventory of all materials and equipment
- Performs basic and skilled painting, carpentry and roofing tasks
- Performs general maintenance and repair work on facilities and equipment
- Performs routine preventive maintenance to ensure that machines operate smoothly, efficiently and physical condition of buildings does not deteriorate
- Read, utilizes blueprints, plans, drawings and sketches to determine the work to be performed and resources required
- Renovates or builds additions to existing facilities
- Repairs and performs maintenance on plumbing fixtures, lighting, air vents and air conditioning units and facilities
- Wears safety equipment and observes all safety practices and regulations

#### **MINIMUM QUALIFICATIONS**

High school diploma or GED

**AND**

Two years of experience in building repairs and maintenance or in the specific area of assignment.

**OR**

One year of experience at the lower-level General Trades Technician 1 (FET030) or position equivalent.

**NOTE:** Some positions may require area specific certifications/licenses.

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[Return to the Vacant Position Listing](#)

**General Trades Technician 2 Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a complete DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Parks and Historic Sites Division  
ATTN: Denise White  
1463 Knox Chapel Road  
Social Circle, GA 30025  
[Parks3@dnr.ga.gov](mailto:Parks3@dnr.ga.gov)

**Open until filled**

## ***Parks Maintenance Technician 2 – Chatham County***

<b>LOCATION</b>	Skidaway Island						
<b>DIVISION</b>	Parks & Historic Sites Division						
<b>POSITION #</b>	<b>00099092</b>	<b>JOB CODE</b>	<b>NRT031</b>	<b>PAYGRADE</b>	<b>F</b>	<b>ENTRY SALARY</b>	<b>\$32,574.89</b>

### **JOB DESCRIPTION**

Under general supervision, plans, and/ or implements the maintenance programs for parks, museums, recreation facilities. May assist in management of park facilities.

#### **Primary Duties & Responsibilities:**

- Supervises and plans work of assigned staff
- Assists in provision of park programs and recreation activities
- Assists with fertilization and application of herbicides and other necessary treatment programs
- Assists with landscaping, planting, and erosion control
- Collects fees, direct traffic as required
- Maintain inventory; keep related records in accordance with the applicable policies and procedures
- Makes recommendations and initiates repairs, maintenance, and/or renovations of structures, grounds, facilities, roads, and other physical features of area
- Performs various maintenance responsibilities of shelters, water systems and all park grounds and buildings
- Prepares and maintains a maintenance schedule
- Provides assistances to park guest as needed
- Repairs and maintains motorizes and mechanical equipment and all other equipment as necessary

### **MINIMUM QUALIFICATIONS**

Vocational/Technical degree in a related field from an accredited college.

**OR**

High school diploma or GED

**AND**

One year of experience in general building, park or golf course maintenance that involved general repairs, building maintenance and ground maintenance.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Parks and Historic Sites Division  
ATTN: Sandra Harris  
One Conservation Way  
Brunswick, GA 31520  
[Parks6@dnr.ga.gov](mailto:Parks6@dnr.ga.gov)

**Open until filled**

[Return to the Vacant Position Listing](#)

### ***Administrative Support 1/2/3 – Seminole County***

<b>LOCATION</b>	<b>Seminole State Park</b>						
<b>DIVISION</b>	<b>Parks &amp; Historic Sites Division</b>						
<b>POSITION #</b>	<b>00099030</b>	<b>JOB CODE</b>	<b>GSS080</b>	<b>PAYGRADE</b>	<b>C</b>	<b>ENTRY SALARY</b>	<b>\$29,020.16</b>
			<b>GSS081</b>		<b>D</b>		<b>\$29,128.86</b>
			<b>GSS082</b>		<b>E</b>		<b>\$30,241.05</b>

**Based on education and experience, the selectee will be hired into one of the above-mentioned job codes.**

#### **JOB DESCRIPTION**

Under general supervision, performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment. Primary Duties & Responsibilities

#### **Primary Duties & Responsibilities:**

- Completes tasks and assignments associated with administrative support functions (ie, licensure, personnel, purchasing, records management, inventory, or similar function).
- Provides clerical support such as incidental typing, filing, ordering supplies, and sorting mail
- Provides clerical support within assigned functional area (ie processing/transactions, review of applications, scheduling training, scheduling facilities maintenance, reconciling financial records, assessing/collecting fees for a program, generating rep
- Provides general clerical support to an office, to include such tasks as dataentry/maintenance, copying/distributing documents and materials, maintaining record-keeping and filing systems, etc
- Provides secretarial and administrative support to an upper-level manager
- Uses independent judgment and initiative to perform administrative, clerical and secretarial duties in support of an individual employee or group of employees
- May serve as a lead worker
- May train subordinate staff in proper procedures of day-to-day operations
- Performs job responsibilities with minimal supervision

#### **MINIMUM QUALIFICATIONS**

##### **GSS080- Administrative Support 1**

High school diploma or GED

**AND**

Ability to perform basic office functions and computer related duties.

##### **GSS081- Administrative Support 2**

High school diploma or GED

**AND**

Two years of general office or administrative experience.

##### **GSS082- Administrative Support 3**

High school diploma or GED

**AND**

Three years of progressively complex office or administrative experience.

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[\*Return to the Vacant Position Listing\*](#)

**Administrative Support 1/2/3 Continued**

**NOTE:** This position is subject to closing at any time once a satisfactory applicant pool has been identified.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Parks and Historic Sites Division  
ATTN: Lisa Keener  
2024 Newton Rd.  
Albany, GA 31701  
[Parks5@dnr.ga.gov](mailto:Parks5@dnr.ga.gov)

**Open until filled**

### **Administrative Support 1/2/3 – Dade County**

<b>LOCATION</b>	Cloudland Canyon State Park						
<b>DIVISION</b>	Parks & Historic Sites Division						
<b>POSITION #</b>	<b>00098774</b>	<b>JOB CODE</b>	<b>GSS080</b>	<b>PAYGRADE</b>	<b>C</b>	<b>ENTRY SALARY</b>	<b>\$29,020.16</b>
			<b>GSS081</b>		<b>D</b>		<b>\$29,128.86</b>
			<b>GSS082</b>		<b>E</b>		<b>\$30,241.05</b>

Based on education and experience, the selectee will be hired into one of the above-mentioned job codes.

#### **JOB DESCRIPTION**

Under general supervision, performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment. Primary Duties & Responsibilities

#### **Primary Duties & Responsibilities:**

- Completes tasks and assignments associated with administrative support functions (ie, licensure, personnel, purchasing, records management, inventory, or similar function).
- Provides clerical support such as incidental typing, filing, ordering supplies, and sorting mail
- Provides clerical support within assigned functional area (ie processing/transactions, review of applications, scheduling training, scheduling facilities maintenance, reconciling financial records, assessing/collecting fees for a program, generating rep
- Provides general clerical support to an office, to include such tasks as dataentry/maintenance, copying/distributing documents and materials, maintaining record-keeping and filing systems, etc
- Provides secretarial and administrative support to an upper-level manager
- Uses independent judgment and initiative to perform administrative, clerical and secretarial duties in support of an individual employee or group of employees
- May serve as a lead worker
- May train subordinate staff in proper procedures of day-to-day operations
- Performs job responsibilities with minimal supervision

#### **MINIMUM QUALIFICATIONS**

##### **GSS080- Administrative Support 1**

High school diploma or GED

**AND**

Ability to perform basic office functions and computer related duties.

##### **GSS081- Administrative Support 2**

High school diploma or GED

**AND**

Two years of general office or administrative experience.

##### **GSS082- Administrative Support 3**

High school diploma or GED

**AND**

Three years of progressively complex office or administrative experience.

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**Administrative Support 1/2/3 Continued**

**NOTE:** This position is subject to closing at any time once a satisfactory applicant pool has been identified.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Parks and Historic Sites Division  
ATTN: Carol Tippet  
50 Lodge Rd.  
Acworth, GA 30102  
[Parks1@dnr.ga.gov](mailto:Parks1@dnr.ga.gov)

**Open until filled**

**[Return to the Vacant Position Listing](#)**

### ***Housekeeper Supervisor – Lincoln County***

<b>LOCATION</b>	Elijah Clark State Park						
<b>DIVISION</b>	Parks & Historic Sites Division						
<b>POSITION #</b>	<b>00098865</b>	<b>JOB CODE</b>	<b>FES043</b>	<b>PAYGRADE</b>	<b>D</b>	<b>ENTRY SALARY</b>	<b>\$29,128.86</b>

#### **JOB DESCRIPTION**

Supervises, guides, and/or instructs the work assignments of subordinate staff. Manages the cleaning and upkeep of assigned areas. Performs any combination of duties to maintain order, sanitation and cleanliness in facilities. Maintains supplies.

#### **MINIMUM QUALIFICATIONS**

One (1) year of experience in a lead worker, team leader, or supervisory role in a related area of assignment.

#### **OR**

One (1) year of experience at the lower-level Housekeeper 3 (FES042) or position equivalent.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a complete DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Parks and Historic Sites Division  
ATTN: Denise White  
1463 Knox Chapel Road  
Social Circle, GA 30025  
[Parks3@dnr.ga.gov](mailto:Parks3@dnr.ga.gov)

**Open until filled**

### ***Housekeeper Supervisor – Elbert County***

<b>LOCATION</b>	Richard B. Russell State Park						
<b>DIVISION</b>	Parks & Historic Sites Division						
<b>POSITION #</b>	<b>00185070</b>	<b>JOB CODE</b>	<b>FES043</b>	<b>PAYGRADE</b>	<b>D</b>	<b>ENTRY SALARY</b>	<b>\$29,128.86</b>

#### **JOB DESCRIPTION**

Supervises, guides, and/or instructs the work assignments of subordinate staff. Manages the cleaning and upkeep of assigned areas. Performs any combination of duties to maintain order, sanitation and cleanliness in facilities. Maintains supplies.

#### **MINIMUM QUALIFICATIONS**

One (1) year of experience in a lead worker, team leader, or supervisory role in a related area of assignment.

**OR**

One (1) year of experience at the lower level Housekeeper 3 (FES042) or position equivalent.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
 State Parks & Historic Sites Division  
 ATTN: Caitlin Roberson  
 P.O. Box 1029  
 Helen, GA 30545  
[Parks2@dnr.ga.gov](mailto:Parks2@dnr.ga.gov)

**Open until filled**

## **Wildlife Resources Division Vacancies**

### ***Wildlife Technician 1/2 – Coffee County***

<b>LOCATION</b>	<b>*Game Management – Region 4 - Fitzgerald</b>						
<b>DIVISION</b>	<b>Wildlife Resources Division</b>						
<b>POSITION #</b>	<b>00212499</b>	<b>JOB CODE</b>	<b>NRT010</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$37,855.48</b>
			<b>NRT011</b>		<b>I</b>		<b>\$41,641.03</b>

#### **JOB DESCRIPTION**

This position is critical for ongoing WMA habitat management, research, and public technical assistance on Flat Tub Wildlife Management Area located in Coffee county.

Under broad supervision, this position is assigned for maintenance duties on the above mentioned area as well as serve as a team member in a larger work unit in the Midsouth GA by providing other public services such as technical guidance for nuisance abatement, habitat development, and issuing permits for wildlife removal. Specific duties include: coordinating plans among landowners; utilizing heavy equipment and farm equipment; creation and maintenance of wildlife openings; prescribed burning; construction, placement, and maintenance of nest structures for a variety of species; planting trees and shrubs; habitat management; maintenance of roads, buildings, gates and other structures; maintenance of property boundary and administration of managed hunts. This position also assists with all regional WMAs as needed with projects such as research and surveys, and quota deer, dove, turkey and waterfowl hunts.

#### **MINIMUM QUALIFICATIONS**

##### **NRT010 -Wildlife Technician 1**

High school diploma or GED

**AND**

One year of work experience in natural resource management or related skilled trade.

##### **NRT011 -Wildlife Technician 2**

Associate's degree or equivalent coursework (90 quarter hours or 60 semester hours) in Wildlife Management or related field from an accredited college or university.

**OR**

High school diploma or GED

**AND**

Two years of experience in the Wildlife Resources Division as a Wildlife Technician 1 (NRT010) or position equivalent.

#### **PREFERRED QUALIFICATIONS**

- DNR/WRD employment experience
- Experience managing wildlife habitat for game species
- Heavy equipment operation and maintenance experience in farming or construction
- Other trade skills (plumber, electrician, carpenter, welder or mechanic)
- Relevant certification/training (WFFT2, GA Prescribed burn, pesticide applicator or chainsaw)
- Experience conducting prescribed burns

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**Wildlife Technician 1/2 Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a complete DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Office of Human Resources  
ATTN: Recruitment and Selection  
2067 US Hwy, 278, SE  
Social Circle, GA 30025  
[WRD.careers@dnr.ga.gov](mailto:WRD.careers@dnr.ga.gov)

**The Deadline date to apply for this position is 6/19/25**

## **Environmental Protection Division Vacancies**

### ***Environmental Compliance Specialist 1 -Tift County***

<b>LOCATION</b>	<b>Watershed Protection Branch</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00152961</b>	<b>JOB CODE</b>	<b>RCP020</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$41,600.00</b>

#### **JOB DESCRIPTION**

This position is responsible for performing field and office related duties for agricultural water withdrawal applications and permits, agricultural meter installations, and Water Well Standards Act drill site inspections. This position will utilize maps and GPS tools to locate and identify wells, surface water pumps, and flow meters. This position will audit permits and drill sites to verify compliance. This position will interact extensively with farmers, property owners, University of Georgia Extension agents, water well drillers, and other agricultural stakeholders. This position will provide timely and accurate documentation of field work and inspection results. This position will identify permit compliance issues, develop Notices of Violation, track compliance issues and resolutions, provide technical assistance with stakeholders, and audit permits to determine compliance. This position will serve as the primary point of contact for Water Well Standards Act related issues, will be responsible for preparing for and conducting the Water Well Standards Advisory Council meetings, and will facilitate license and certificate applications and renewals. This position requires performing inside office work, outside field work, and overnight travel.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Chemistry, Biology, Physics, Geology, Engineering or other closely related field from an accredited college or university.

#### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Knowledge of drilling and wells
- Experience with technical field work
- Knowledge of agriculture and irrigation systems

#### **Application Instructions:**

Applications must be received through [JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov) Attention: Riquita.

**The Deadline date to apply for this position is 6/17/25**

***EPD Continuous Recruitment***

The Environmental Protection Division (EPD) continuously recruits for Environmental Engineers, Environmental Compliance Specialists, Geologists and Lab Scientists. For more information on positions and to apply, [click here](#). Current opportunities include the following:

**ENVIRONMENTAL ENGINEER**

- Air Protection Branch / Chemical Permitting Unit / Clayton County, Atlanta
- Air Protection Branch / Volatile Organic Compound (VOC) Permitting Unit/ Clayton County, Atlanta
- Air Protection Branch / Minerals Permitting Unit/ Clayton County, Atlanta
- District Office / Mountain / Clayton County, Atlanta
- Watershed Protection Branch / Municipal Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / TMDL Modeling & Development Unit / Fulton County, Atlanta
- Watershed Protection Branch / Industrial Compliance Unit / Fulton County, Atlanta
- Watershed Protection Branch / Drinking Water Engineering Unit / Fulton County, Atlanta
- Land Protection Branch/ Permitting Unit/ Clayton County, Atlanta

**ENVIRONMENTAL COMPLIANCE SPECIALIST**

- Air Protection Branch / Operations Unit / Clayton County, Atlanta
- Land Protection Branch/ Recovered Materials Unit/ Clayton County, Atlanta
- Land Protection Branch/ Lead-Based Paint & Asbestos Unit/ Glynn County, Brunswick
- Watershed Protection Branch/Grants Unit/ Fulton County, Atlanta
- Watershed Protection Branch /Facilities Monitoring Unit / Fulton County, Atlanta
- Watershed Protection Branch / Wetlands Unit / Fulton County, Atlanta
- Watershed Protection Branch / Drinking Water Inspection Unit / Fulton County, Atlanta
- District Office / Coastal / Glynn County, Brunswick
- District Office / West Central / Bibb County, Macon
- District Office / Emergency Response Team / Statewide

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***EPD Continuous Recruitment Continued***

***Return to the Vacant Position Listing***

**GEOLOGIST**

Land Protection Branch/ Treatment and Storage Unit/ Fulton County, Atlanta

Land Protection Branch/ Corrective Action Unit II/ Clayton County, Atlanta

*Applicants need not apply to each specific vacancy listed above. By applying to a specific job title and branch, you are applying to a pool and you will be considered for all vacancies within that job series in the specified branch. Candidates who meet minimum entry qualifications will be contacted further with specific job information.*