

# **NEPA SUPPORT SPECIALIST**

## **INSTALLATION – LEVEL**

**Fort Carson, Colorado**

### **Responsibilities:**

- Perform NEPA document review coordination (updating, preparing drafts of NEPA documents for government review/approval)
- Coordinate installation level project work-orders for NEPA reviews by DPW-ED and other agencies
- Coordinate with project managers for timely NEPA reviews
- Perform coordination of public notices for NEPA related actions.
- Provide Weekly NEPA action status report
- Maintain and update NEPA database to support project status tracking
- Prepare draft Record of Environmental Considerations (RECs)
- Prepare draft Categorical Exclusion (CX) comment sheets
- Conduct plan reviews and initial comments on environmental issues
- Support Environmental Assessment (EA) public notice process
- Support NEPA awareness training to the Environmental Protection Officers (EPO) Course

### **Requirements:**

- Four year degree in Environmental Science or other related field
- 0-5 years of experience
- Knowledge of federal, state and local laws and regulations pertaining to the National Environmental Policy Act
- Experience working on federal government projects or military projects a plus
- Excellent oral and written skills

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