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| C:\Users\pwean01\Desktop\portal-logo-screen_tcm1077-226393.png | **DEPARTMENT OF TRANSPORTATION** |

**Environmental Document Writer**

**Up to $88,343/annually**

**Roseville, MN**

This position will prepare environmental documents to meet state and federal requirements for construction projects in MnDOT Metro District. The types of documents to be prepared include but are not limited to federal National Environmental Policy Act (NEPA) documents including Categorical Exclusions and Environmental Assessments. In addition, Minnesota Environmental Policy Act (MEPA) documents that include Environmental Assessment Worksheets, and Findings of Fact and Conclusion.

**WHY WORK FOR US**

We offer excellent employee benefits, such as low-cost health and dental insurance, and affordable dependent coverage. Other benefits include:

* 12 paid holidays per year
* Earn up to 29 paid vacation days a year
* Earn 13 days paid sick time
* Defined pension plan
* Paid life insurance
* Paid parental leave available
* Some telework may be available
* And more!

**MINIMUM QUALIFICATIONS**

Two (2) years of professional experience; OR a bachelor's or master's degree in Environmental Science or other related degree plus one (1) year of professional experience with the following functions that demonstrates knowledge, skills and abilities in the following areas.

* Experience preparing environmental documents, gathering environmental information, reviewing environmental documents, and coordinating approval of environmental documents. Experience working within Federal and Minnesota environmental laws, regulations, policies, practices, and procedures.
* Knowledge of statewide and regional environmental issues.
* Experience analyzing, written, edited, and organized material from diverse sources and then writing clear, concise, understandable documents for public review.
* Experience managing multiple environmental review documents at the same time.
* Experience using Microsoft Office software such as Microsoft Excel and Word to organize text, tables, and data.

**APPLY ONLINE BY 7/23/2024:**

1. Go to [**www.mn.gov/careers**](http://www.mn.gov/careers)
2. Click “**Search open positions**”
3. Enter the Job Opening ID **“78075”** in the Keywords search box and click “**>>**”
4. Click on the Job Title to view the job posting
5. Click “**Apply for Job**”
6. When prompted for your **Referral Source, please list: Other – Ramsey County**

**Only applicants received on mn.gov/careers will be considered.**

**CONTACT FOR ADDITIONAL INFORMATION:**

**Lena Garcia, MnDOT Recruitment Specialist**

[**Lena.Garcia@state.mn.us**](mailto:Lena.Garcia@state.mn.us)

**612-257-2388**