


**Duties:**

The **Environmental Floodplain Specialist** provides support for the Environmental Planning and Historic Preservation (EHP) Cadre review, reports, and compliance at JFOs during incident management responses. Primary duties include the following:

- Reviews and implements Executive Orders 11988: Floodplains and 11990: Wetlands, environmental and historic preservation laws, other executive orders, regulations, standards, policies, and guidelines for Federal Emergency Management Agency (FEMA) funded activities.
- Determines the applicable level of National Environmental Policy Act review and prepares related documents.
- Assists in ensuring compliance for FEMA funded activities with environmental and historic preservation laws and executive orders, including Executive Orders 11988 (Floodplains) and 11990 (Wetlands).
- Provides technical expertise and completes 8-step review as outlined under Executive Orders 11988 and 11990 for FEMA funded activities, including: 1) determination of location in a floodplain or wetland, 2) determination of effect on floodplains or wetlands, 3) evaluation of alternatives if located in a floodplain or wetland, 4) prepares and coordinates documentation, public notices, and public involvement, and 5) conducts quality assurance and quality control to oversee contractors assessment reports.
- Serves as a technical specialist on floodplains and wetlands, providing advice and assistance to FEMA program staff, state emergency management staff, Tribal, state, local governments, and eligible private non-profit entities for development, execution, and monitoring of environmental and historic preservation requirements.
- Performs or oversees program administration work, such as technical project monitoring and evaluations, to meet environmental and historic preservation responsibilities.
- Analyzes a wide range of environmental and floodplain, scientific, technical, management, engineering, socio-economic, and legal issues for all FEMA's programs.

**Essential Functions:**

- Knowledge of laws, executive orders, regulations, agreements, policies, and procedures; or educational background or work experience related to subject area
- Ability to use various computer applications.
- Ability to collect and analyze data or ability to prepare well-organized, written reports, presentations.
- Ability to interact with both internal and external stakeholders.

Special Physical Requirements:

- Work is performed at a desk, walking, standing, bending, carrying light to medium objects, and in austere conditions.
- Work may take place in undesirable conditions that include exposure to excessive heat, unhealthy environments, and extended hours.

Housing accommodations may be limited and require stays in temporary structures without electricity.