

# NOTICE OF VACANCY

**Title:** Environmental Specialist I

**Salary:** \$ 59,344 + benefits, including major medical, dental and vision. Paid time off, including paid holidays, enrollment in the NYS Retirement Plan. \*Public Service Loan Forgiveness available to City of Kingston employees.

**Classification:** Non-Competitive

**PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at City of Kingston. Additional information is available at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

The City of Kingston is looking for a full-time Environmental Specialist I to research, gather and analyze data and coordinate environmental matters related to the planning, design, construction, and maintenance of City projects and/or programs.

Typical work activities include evaluating routine environmental studies with engineering personnel, representatives of the other departments and agencies in an effort to incorporate proper environmental considerations in a project and/or program planning, design, construction and maintenance. Assists in the development, interpretation, and implementation of environmental plans and policies.

The qualified candidate will have thorough knowledge of Microsoft Office Suite and general office equipment; good knowledge of the techniques of standard research methodology; good knowledge of the techniques of statistical data collection, organization and exhibition. Working knowledge of internal and external environmental requirements on the local, state and federal levels.

**Minimum Qualifications:**

Candidates must meet the following requirements on or before the date of the written exam:  
Graduation from high school or G.E.D. equivalent AND:

- A. Graduation from a NYS registered or regionally accredited college or university with a Bachelor's Degree in Environmental Studies, Earth Science, Engineering, Architecture, Physics, Biology or Chemistry. OR
- B. Graduation from a NYS registered or regionally accredited college or university with an Associate's Degree in Environmental Studies, Earth Science, Engineering, Architecture, Physics, Biology or Chemistry and two (2) years' experience working in the field of study. OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

**SPECIAL REQUIREMENTS:**

Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of New York.

Employment applications will be accepted at the Kingston Civil Service Office at 420 Broadway, Kingston, NY 12401. Applications may also be mailed or emailed. If emailing, please include "Environmental Specialist I" in the subject line and email [jdecicco@kingston-ny.gov](mailto:jdecicco@kingston-ny.gov).

**Resumes will not be accepted in lieu of an employment application.**