

Historic Preservation Specialist

This same position is listed under [EmployGeorgia.com](https://www.employgeorgia.com) as Historic Site Administrator

FEMA (Federal Emergency Management Agency Region IV)

Jobs are located in the following locations:

Albany, GA

Warner Robins, GA

Atlanta, GA

Brunswick, GA

You must be in commuting distance to one of these locations. Be advised that FEMA does not reimburse travel and lodging expenses for LOCAL HIRE positions.

Working days vary between weekdays and weekends.

Normal work shifts: Varies

Hourly "Non-exempt" position

About FEMA (Federal Emergency Management Agency Region IV)

FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards. The Federal Emergency Management Agency (FEMA) of the Department of Homeland Security is seeking a limited number of applicants for TEMPORARY jobs in multiple locations in GA. Seasonal - Not to exceed 120 days with possibility of extension. Local hire appointment does not entitle you to Federal Civilian status. Salaries are comparable to local prevailing wages.

JOB DUTIES:

- The Historic Preservation Specialist will be responsible for conducting Historic Preservation compliance reviews with minimal supervision.
- Understanding of National Environmental Policy Act (NEPA) and National Historic Preservation Act (NHPA) is a plus. Knowledge of Environmental Laws, Historic Preservation Laws, and Executive Orders is desirable.
- Recommends and implements streamlining measures for Environmental and Historic Preservation (EHP) compliance activities, in coordination with appropriate regional staff and Federal, Tribal and State EHP resource agencies, as required.

- Provides technical assistance to program staff and other personnel, Tribal/State and local officials regarding FEMA's EHP compliance responsibilities, and may serve as a "technical expert" for specific environmental laws or Executive Orders.
- Delivers concise environmental and historic preservation information to applicants and program staff.
- Conducts environmental reviews, prepares required documentation, and submits recommendations to the appropriate team leader for approval.

REQUIREMENTS:

- Completion of an undergraduate degree in Environmental Science, Natural Resource Management, Biology, Historic Preservation, Anthropology or related discipline OR four (4) years of experience working in a technical position focused on resource management, environmental compliance, cultural resource management or related discipline.
- Ability to draft professional-quality documentation, consultation letters, and email is required.
- The candidate must be able to work independently, possess strong communication skills, and be able to handle a stressful work environment.
- The candidate should possess strong computer, interpersonal, and customer service skills, including Microsoft Office and Google Earth.
- The Historic Preservation Specialist requires experienced professionals with a background in/as a Historic Architecture, an Architectural Historian, an Architect or an Archaeologist.
- Preference is given to individuals who have education and experience to meet the Secretary of Interior's Professional Qualifications Standards and who have prior experience consulting with the State Historic Preservation Office. Prior FEMA experience is not required yet preferred.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledgeable in implementing the requirements of selected federal Environmental Historic Preservation laws, Executive Orders and regulations in a federal/state/local context, which may include, but is not limited to: the National Environmental Policy Act (NEPA), the National Historic Preservation Act (NHPA), the Endangered Species Act (ESA), Coastal Barrier Resources Act (CBRA), Clean Water Act (CWA), Coastal Zone Management Act (CZMA), Fish and Wildlife Coordination Act (FWCA), Clean Air Act (CAA), Farmlands Protection Policy Act (FPPA), Migratory Bird Treaty Act, Magnuson-Stevens Fishery Conservation and Management Act, Wild and Scenic Rivers Act, Executive Order 11988

(Floodplains), Executive Order 11990 (Wetlands), Executive Order 12898 (Environmental Justice), and 44 CFR Parts 9 and 10.

- Ability to multi-task and service multiple clients.
- Ability to work effectively either independently or as part of a team.
- Good interpersonal, communication, analytical and research skills.
- Written communication and computer skills to generate technical reports, briefings, correspondence, review documentation and perform internet research. Specific knowledge of EXCEL, Word, Publisher, PowerPoint and Outlook desirable.
- Local Hire employees are eligible for the following benefits:
 - Health insurance for individual or family coverage - Employer contribution is 75% of premium
 - Ability to earn 4 hours of paid Sick Leave per pay period
 - Holiday pay
 - Worker's Compensation
- This is a TEMPORARY position and it may be terminated at any time for any reason. A Local Hire appointment does not entitle you to federal civilian status.

Requirements

- Applicants must have at least a Bachelor's degree or at least 4 years' experience working in a technical position focused on resource management, environmental compliance, cultural resource management or related discipline.
- Applicants must be at least 18 years old
- Applicant must be a U.S. citizen to apply for this position
- Applicant must pass a background fingerprint/security check
- Applicant must provide two forms of ID: such as a VALID Driver License, Social Security Card, Birth Certificate etc. or Passport. (We will not accept if expired.)
- Applicant must have knowledgeable in implementing the requirements of selected federal Environmental Historic Preservation laws, Executive Orders and regulations in a federal/state/local context
- You may be required to work 10 hour a day 7 days a week.

Salary

Salary range \$34.00 - \$35.00 Hourly

The hours for this role are Full-time, Temporary

Required notice about this job***Credit check notice***

The attached job announcement contains a hiring restriction based on credit information. You are not prohibited from applying for this job, even though you may have “bad” credit or a poor credit history. Further, rejecting you for reasons related to credit may violate federal civil rights laws, depending on the circumstances.

Criminal background check notice

Individuals with conviction or arrest histories are not prohibited from applying for this job. The public workforce system has identified criminal record exclusions or restrictions in the attached job announcement. These exclusions or restrictions may be unlawful under certain circumstances. Therefore, the system is providing this notice to job seekers.

HOW TO APPLY: Send your resume to: FEMA-DR4338GA-LocalHires@fema.dhs.gov and include the job title “Historic Preservation Specialist” and the city you are applying to work in (for example “Albany”) in the subject line.