Human Resources
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Natural Resources Scientist Associate

JOB CODE	JOB FAMILY	PROFILE
JCP110	**Planning, Development & Protection**	**Natural Resources Scientist Associate**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**April 10, 2026**

The Natural Resources Scientist Associate performs a variety of technical tasks to support departmental programs and initiatives. Reviews basic permit applications for compliance, conducts field inspections and environmental sampling, assists with data maintenance and documentation, and supporting outreach events.

Job Description

DUTIES AND RESPONSIBILITIES

- Conducts basic field inspections and collects, submits, and tracks environmental samples under the direction of senior staff members.
- Performs sanitary surveys, water use audits, illicit discharge inspections, stormwater inspections, water conservation checks, and well and septic system inspections.
- Receives and responds to environmental, discharge, and waste complaints related to assigned areas; assists senior staff in developing recommendations and corrective actions.
- Collects, processes, stores, retrieves, and assists with the analysis of Natural Resource Services data and spatial information in electronic and paper formats; maintains accurate records of inspections and investigations.
- Verifies compliance with relevant county ordinances; responds to inquiries from the public and regulated entities.
- Supports senior staff with application and plan reviews, environmental and technical report writing, research, and correspondence as assigned.

- Provides telephone support, customer service, fee collection, basic permit issuance, and general assistance during departmental events and programs.
- Performs other job-related duties as assigned, including participation in cross-departmental initiatives.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Water Resources, Environmental Studies, Earth or Agricultural Sciences, Engineering, Archeology, Construction Management, Health & Safety Management, Forestry, Biology, Wildlife Management, or a related field.
- One (1) year of work experience involving any of the areas listed above.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Submission of official transcripts verifying relevant coursework with the application.

WORKING CONDITIONS

- Approximately 35% of duties are performed indoors and 65% outdoors, often in extreme temperatures, humidity, and dusty environments.
- Outdoor work may be conducted on a variety of surfaces, including even and uneven terrain, hills, ditches, and paved or natural landscapes. Tasks may involve hiking with equipment, climbing, entering enclosed spaces (e.g., well houses, spring boxes), and working on wet or dry surfaces.
- Indoor work is performed in a temperature-controlled setting on carpeted or tiled surfaces in a professional office environment.
- Duties are performed independently and as part of a team.

- Potential work hazards include exposure to chemicals, animals, biohazards, industrial and domestic waste, radiation, sharp tools, noise, vibration, fumes, odors, poor ventilation, polluted water, and the use of electrical and mechanical equipment. The role also involves operating a vehicle and trailer.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment includes computers, environmental monitoring and laboratory tools, GPS devices, measuring instruments, telephones, two-way radios, fax machines, photocopiers, metal probes, shovels, wrenches, ladders, paper forms, chemicals, and Material Safety Data Sheets (MSDS).
- A County vehicle and trailer are used for travel between sites.
- Safety equipment may include a hard hat, rubber boots, gloves, face mask, respirator, and a first aid kit.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.