POSITION TASK BOOK FOR THE POSITION OF

ALL-HAZARDS NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
ENVIRONMENTAL AND HISTORIC PRESERVATION (EHP) ENVIRONMENTAL SPECIALIST
ENVIRONMENTAL AND HISTORIC PRESERVATION (EHP) ENVIRONMENTAL SPECIALIST

1. **Competency**: Ensure completion of assigned actions to meet identified objectives.

   **Description**: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives.

   **1a. Behavior**: Conduct EHP project reviews

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   | 1. Coordinate the integration of environmental reviews with concurrent historic preservation and floodplain reviews:  
   ● Facilitate reviews with floodplain and historic preservation staff at the beginning of the review process  
   ● Include floodplain and historic preservation staff in meetings, and inform stakeholders of any project changes | E, F, I, J | | |
   | 2. Support the development of EHP project review materials:  
   ● Develop an environmental and floodplain document  
   ● Compile relevant floodplain and environmental maps  
   ● Document the review process in accordance with state or local standards  
   ● Review and determine the appropriate compliance requirements based on state and local laws and regulations  
   ● Coordinate and integrate local floodplain ordinances and environmental regulations into the compliance reviews  
   ● Ensure preparation of consultation letters to state and local environmental agencies  
   ● Conduct background research for phased environmental site assessment | E, F, I, J | | |
   | 3. Support the environmental compliance review through participation in project development meetings:  
   ● Describe actions that trigger more extensive environmental reviews  
   ● Present basic requirements and responsibilities of the state and local laws and regulations and various laws related to coastal regions, floodplains, debris management, and socioeconomic matters  
   ● Provide specific technical support on regulations, policies, and procedures  
   ● Explain review process, documentation requirements, timetables, and consultation needs, and coordinate with Unified Federal Review  
   ● Provide meeting minutes as documentation and as checklist for follow-up actions  
   ● Outline roles and responsibilities for compliance | E, F, I, J | | |

   **1b. Behavior**: Determine the recovery actions outside established environmental compliance agreements and protocols for streamlined review

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4. Identify potential recovery actions not covered by established agreements/protocols:
   - Identify types of actions that have no significant environmental impacts and do not require alternative actions
   \[E, F, I, J\]

5. Identify the need for technical specialists and communicate needs to immediate supervisor:
   - During the review process, identify projects that require technical specialists such as a Certified Floodplain Manager (CFM), wetlands delineation expert, biologist, historic preservation specialist, archaeologist, or others
   \[E, F, I, J\]

6. Participate in scoping activity with external stakeholders:
   - Address routine activities with minimal potential to affect listed species, critical habitat, and local floodplain ordinance
   \[E, F, I, J\]

7. Prepare a formal consultation, with adequate supporting documentation:
   - Deliver completed scope of work and project locations
   - Note potential impacts
   - Provide photos and reference maps
   \[E, F, I, J\]

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**1c. Behavior: Manage documentation according to the EHP management plan**

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<td>8. Consolidate, organize, and file documents into the Authority Having Jurisdiction (AHJ)-recognized systems of record.</td>
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**1d. Behavior: Provide technical assistance on environmental considerations to the incident management organization and external stakeholders**

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| 9. Communicate environmental information, advice, and statuses in a precise and timely manner to help solve problems, answer questions, and inform others:
   - Participate in status meetings
   - Inform planning and resource decisions with assessment results | E, F, I, J | | |
| 10. Ensure that environmental reviews meet AHJ compliance requirements. | E, F, I, J | | |
| 11. Support the delivery of technical assistance on environmental considerations:
   - Interpret environmental regulations and policies and provide relevant information for management decision-making
   - Compile relevant maps for situational awareness and decision-making
   - Conduct environmental and floodplain analysis
   - Prepare consultation letters, including any issues, status updates (for internal and external stakeholders), and mitigation tactics to avoid adverse effects to the environment
   - Conduct background research for phased environmental site assessment | E, F, I, J | | |
### 1e. Behavior: Synthesize information using authorized and systems of record computer applications

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<td>12. Integrate computer-generated data into reports, documents and</td>
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<td>other products:</td>
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<td>● Include U.S. Geological Survey maps, floodplain and coastal zone</td>
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<td>maps, digital photographs, Geographic Information Systems (GIS) data</td>
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<td>● Use the appropriate platforms and systems of record</td>
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