



**FEMA**

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**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>1. Coordinate the integration of environmental reviews with concurrent historic preservation and floodplain reviews:</p> <ul style="list-style-type: none"> <li>● Facilitate reviews with floodplain and historic preservation staff at the beginning of the review process</li> <li>● Include floodplain and historic preservation staff in meetings, and inform stakeholders of any project changes</li> </ul>	E, F, I, J		
<p>2. Support the development of EHP project review materials:</p> <ul style="list-style-type: none"> <li>● Develop an environmental and floodplain document</li> <li>● Compile relevant floodplain and environmental maps</li> <li>● Document the review process in accordance with state or local standards</li> <li>● Review and determine the appropriate compliance requirements based on state and local laws and regulations</li> <li>● Coordinate and integrate local floodplain ordinances and environmental regulations into the compliance reviews</li> <li>● Ensure preparation of consultation letters to state and local environmental agencies</li> <li>● Conduct background research for phased environmental site assessment</li> </ul>	E, F, I, J		
<p>3. Support the environmental compliance review through participation in project development meetings:</p> <ul style="list-style-type: none"> <li>● Describe actions that trigger more extensive environmental reviews</li> <li>● 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</li> <li>● Provide specific technical support on regulations, policies, and procedures Explain review process, documentation requirements, timetables, and consultation needs, and coordinate with Unified Federal Review</li> <li>● Provide meeting minutes as documentation and as checklist for follow-up actions</li> <li>● Outline roles and responsibilities for compliance</li> </ul>	E, F, I, J		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

4. Identify potential recovery actions not covered by established agreements/protocols: <ul style="list-style-type: none"> <li>Identify types of actions that have no significant environmental impacts and do not require alternative actions</li> </ul>	E, F, I, J		
5. Identify the need for technical specialists and communicate needs to immediate supervisor: <ul style="list-style-type: none"> <li>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</li> </ul>	E, F, I, J		
6. Participate in scoping activity with external stakeholders: <ul style="list-style-type: none"> <li>Address routine activities with minimal potential to affect listed species, critical habitat, and local floodplain ordinance</li> </ul>	E, F, I, J		
7. Prepare a formal consultation, with adequate supporting documentation: <ul style="list-style-type: none"> <li>Deliver completed scope of work and project locations</li> <li>Note potential impacts</li> <li>Provide photos and reference maps</li> </ul>	E, F, I, J		

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

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Consolidate, organize, and file documents into the Authority Having Jurisdiction (AHJ)-recognized systems of record.	E, F, I, J		

**1d. Behavior: Provide technical assistance on environmental considerations to the incidentmanagement organization and external stakeholders**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Communicate environmental information, advice, and statuses in a precise and timely manner to help solve problems, answer questions, and inform others: <ul style="list-style-type: none"> <li>Participate in status meetings</li> <li>Inform planning and resource decisions with assessment results</li> </ul>	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: <ul style="list-style-type: none"> <li>Interpret environmental regulations and policies and provide relevant information for management decision-making</li> <li>Compile relevant maps for situational awareness and decision-making</li> <li>Conduct environmental and floodplain analysis</li> <li>Prepare consultation letters, including any issues, status updates (for internal and external stakeholders), and mitigation tactics to avoid adverse effects to the environment</li> <li>Conduct background research for phased environmental site assessment</li> </ul>	E, F, I, J		

**1e. Behavior: Synthesize information using authorized and systems of record computer applications**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<p><b>12.</b> Integrate computer-generated data into reports, documents and other products:</p> <ul style="list-style-type: none"> <li>● Include U.S. Geological Survey maps, floodplain and coastal zone maps, digital photographs, Geographic Information Systems (GIS) data</li> <li>● Use the appropriate platforms and systems of record</li> </ul>	E, F, I, J		