

**Working Title: Environmental Consultant - Closed Landfill Program Administrator**  
**Job Class: Environmental Consultant**  
**Agency: Pollution Control Agency**

- **Job ID:** 94627
- **Location:** Various
- **Telework Eligible:** Yes
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers and MPCA employees eligible to interest bid (permanent, classified employees in the same job class). Eligible MPCA employees wishing to interest bid must apply through self-service AND confirm their interest bid by emailing [stephanie.grant@state.mn.us](mailto:stephanie.grant@state.mn.us) by 06/11/2026.
- **Date Posted:** 06/05/2026
- **Closing Date:** 06/18/2026
- **Hiring Agency/Seniority Unit:** Pollution Control Agency / Pollution Control-MAPE
- **Division/Unit:** REM CLOSED LANDFILLS & DATASUP
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** No
- **Salary Range:** \$38.55 - \$57.35 / hourly; \$80,492 - \$119,746 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Empl/MAPE
- **FLSA Status:** Exempt - Professional
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

\*This position may be located at one of the MPCA office locations: Duluth, Brainerd, St. Paul, Rochester, Detroit Lakes, Marshall or Mankato.

**The work you'll do is more than just a job.**

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

**Job Summary**

This position exists to perform, under the direction of the Section Manager, the duties of coordinating administration of the MPCA's Closed Landfill & Data Support Section. The Section consists of the Closed Landfills Program Units (CLPU) and the Data Support Unit (DSU), which provide oversight of closed landfill response actions and program data management activities. The incumbent will assist the Section Manager in establishing Section goals and objectives; coordinating and managing fiscal and budgetary operations for the Section; overseeing financial tracking, reporting systems, and contract administration; directing the activities of consultants and staff as they relate to Closed Landfill and Data Support contract work; coordinating program reporting deliverables for MPCA leadership and legislative staff; serving as a Section liaison and subject matter expert with other agencies, stakeholders, and the public, including providing technical information to legislative committees and public forums; monitoring compliance of Section operations with State legal requirements; evaluating administrative policies and program outcomes and developing procedures for program improvement; supporting negotiations for personnel, financial, and technological resources; and performing other duties as required.

Responsibilities include:

Coordinate administration of the Closed Landfill & Data Support Section.

1. Manage all fiscal and budgetary operations for the Section, including oversight of contractual activities and financial reporting systems.
2. Oversee and design the development of Section guidelines, procedures, standards, and data management practices to ensure consistency and effectiveness of program implementation.
3. Evaluate Section administrative policies and program outcomes and develop goals, measures, and procedures to improve program effectiveness and efficiency.
4. Direct, lead, and coordinate the activities of consultants, project leaders, and other staff engaged in Section contract and program activities, including monitoring work products and performance and providing leadwork, where applicable.

5. Develop and lead training sessions for Section staff, contractors, and other stakeholders on program administration requirements and procedures.
6. Monitor compliance of Section operations with State legal requirements and applicable policies.
7. Review legislative proposals and bills affecting the Section and coordinate development of program reports and technical information for MPCA leadership, other agencies, and the Legislature.
8. Mentor, lead, and advise program staff in the implementation of land management strategies and responses to public land use interests at program closed landfills.
9. Support negotiations for personnel, financial, and technological resources for the Section.

## **Minimum Qualifications**

Three years of advanced professional experience with demonstrated ability to lead projects, including such activities as strategic planning, identifying skills and resources, identifying and measuring outcomes and implementing project plans (advanced professional-level experience is equivalent to Senior Environmental Specialist/Environmental Specialist 3 level work).

AND

Demonstrated environmental leadership to understand and communicate principles of sound environmental science.

Ability to effectively plan and oversee implementation of multi-faceted, complex projects with multiple stakeholders and deadlines.

Effective human relations skills and knowledge of community-based social, political and economic considerations sufficient to work with a variety of stakeholders and staff, and lead and facilitate communication with members of governmental and non-governmental groups on complex and potentially controversial issues.

Ability to influence, negotiate, motivate and achieve consensus among a diverse range of audiences, individuals and groups to achieve program objectives.

Technical writing, public presentation, computer and communications skills.

The Minnesota Pollution Control Agency will not sponsor applicants for work visas including F-1 STEM OTP extensions.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the require employment eligibility verification form upon hire. Individuals must be legally authorized to work in the United States.

## **Preferred Qualifications**

Knowledge and experience with project management and program planning.

Demonstrated knowledge of state contracting, grants, developing and managing budgets and state fiscal management policies and procedures.

Experience administering and overseeing professional services or technical service contracts.

Working knowledge of performance measurement tools, business operations and record management systems.

Experience working with government agencies, legislative processes, and diverse stakeholders, including preparing reports and presenting technical information to leadership and public audiences.

Experience with closed landfills, environmental remediation, or related environmental regulatory programs.

## **Physical Requirements**

Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and small equipment. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties.

## **Additional Requirements**

Position duties may require travel but driving is not a minimum qualification or essential function of this position. Employees who may drive for state business will need their driver's license checked prior to operating a state vehicle.

It is the policy of the Minnesota Pollution Control Agency that all candidates submit to a background check prior to employment. The background check may consist of the following components:

- Conflict of Interest Review
- Criminal History Check
- Education Verification
- Employment Reference / Records Check
- License / Certification Verification where applicable

## How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us). For additional information about the application process, go to <http://www.mn.gov/careers>.

## Contact

If you have questions about this position, contact Stephanie Grant at [stephanie.grant@state.mn.us](mailto:stephanie.grant@state.mn.us).

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Stephanie Grant at [stephanie.grant@state.mn.us](mailto:stephanie.grant@state.mn.us).

## About Pollution Control Agency

Our mission is to protect and improve the environment and human health. We work with many partners (citizens, communities, and businesses, all levels of government, environmental groups and educators) to prevent pollution, conserve resources, and to help ensure polluting does not have disproportionate impact on any groups of people. We emphasize work-life balance with flex schedules, compressed schedules, and options to telework for some positions.

## Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

## Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

### Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
  - Fertility care, including IVF
  - Diabetes care
  - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

### **Support to help you reach your career goals:**

- Training, classes, and professional development
- Tuition reimbursement
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at [studentaid.gov](https://studentaid.gov))

### **Employee Assistance Program (EAP) for work/life support:**

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

**Programs, resources and benefits eligibility varies** based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

## **EQUAL OPPORTUNITY EMPLOYERS**

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

## **APPLICANTS WITH DISABILITIES**

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email [careers@state.mn.us](mailto:careers@state.mn.us) and let us know the support you need.