



CLASS SPECIFICATION FOR:

Environmental Program Specialist I

General Statement of Duties:

Performs routine and less complex duties as assigned to ensure ongoing compliance with all applicable local, state and federal environmental laws for all assigned projects and programs; does related work as required.

Distinguishing Features of Class:

Position incumbents in this job classification are responsible for ensuring ongoing compliance with local, state and federal environmental laws as applicable to assigned environmental programs and/or projects; works with department staff and various stakeholders to identify and implement appropriate and cost-effective resolution of environmental issues; responsible for performing inspections and enforcement duties for assigned environmental programs and applicable law requirements to ensure ongoing compliance. Provides policy interpretation and technical assistance on environmental issues for County agencies and staff, residents, developers, contractors and other stakeholders involved in land-disturbing and land use projects and activities affected by environmental programs and laws. Refers unusual and complex issues and situations to supervisor. Work is performed under general supervision.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Engages in a wide variety of interactions and meetings with the public, regulatory agencies, County staff at all levels and other stakeholders regarding environmental compliance for a wide variety of programs and laws including but not limited to: storm water management, stream assessment, watershed management, erosion and sediment control, pollution discharge elimination, etc.;
- Works closely with all stakeholders to ensure compliance with all applicable environmental programs and laws and to identify and implement cost effective complaint resolutions to environmental issues;
- Inspects projects and facilities for compliance with best management practices, design and construction standards, environmental programs' requirements, and all applicable local, state and federal environmental laws;
- Interprets plans and specifications to ensure compliance with project designs;
- Engages in a wide variety of interactions and meetings with the public, regulatory agencies, County staff at all levels and other stakeholders regarding environmental programs and laws as related to assigned programs and projects;
- Interprets inter-departmental activities to ensure compliance with environmental program requirements;
- Interprets and implements local, state and federal laws/regulations and incorporates requirements into County programs, initiatives, projects and policies;
- Communicates clearly and concisely, verbally and in writing, with County citizens to resolve complaints and interpret applicable local, state and federal environmental laws;
- Maintains current knowledge of environmental best practices and guidelines as well as latest equipment and tools as related to assigned duties and responsibilities;
- Attends all scheduled meetings and required training and maintains all required certifications;
- Assists with special projects as assigned from conception to completion;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Basic technical knowledge of federal, state and local environmental laws and regulations as well as sustainability concepts and best management practices; basic knowledge of erosion-control principles and practices; basic knowledge of storm water management principles and practices; knowledge of construction methods and techniques; familiarity with watershed management, wetlands, flood plans, and other environmental laws and issues relevant to land development, use and management within the County; knowledge of common methods and equipment used in engineering construction and of inspection methods used in reviewing such work; ability to review construction documents, designs and proposals for costs, design requirements and compatibility (compliance) with County standards, guides and applicable state and federal requirements; ability to multitask and effectively manage competing priorities and make sound decisions; sound judgment with critical thinking and problem solving skills with the ability to cost effectively and appropriately resolve complex issues and ensure ongoing compliance with applicable local, state and federal laws; ability to accurately and consistently interpret and apply complex laws, regulations and policies; ability to lead, manage and partner effectively; excellent negotiation skills; knowledge of the principles and practices of contract procurement and management; strong oral and written communication skills; ability to express ideas clearly



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and concisely, orally and in writing to diverse audiences of stakeholders including but not limited to County Officials, County employees at all levels, engineers, developers, contractors, landowners, regulatory agencies' personnel, and citizens; ability to research, collect and maintain data, consider and weigh a variety of factors in making decisions or recommendations; ability to synthesize multiple types of complex data and produce easily understood reports and other materials; good supervisory skills including the ability to effectively manage workloads and projects and to foster and maintain high morale and engagement; good knowledge of personal computers and /or automated systems with the ability to enter, maintain, retrieve, analyze and report technical data clearly and concisely and to use common office software and department specific software and systems to accurately compile and maintain Division specific data and provide detailed reports; physical condition that permits activities including but not limited to walking long distances, climbing, bending, driving and working under adverse temperatures and/or weather conditions as needed to perform assigned duties and access diverse environmental locations Countywide; personal accountability including teamwork and establishing and maintaining positive relationships with a diverse community of internal and external stakeholders, customers and colleagues; ability to work independently; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County at the local, state and federal levels. Requires ability to work a flexible schedule with the ability to travel as assigned.

Minimum Education and Experience:

Education: Four (4) year degree in relevant field; may prefer a engineering field from a college or university accredited by the Accreditation Board of Engineering and Technologies;

Experience: Some previous relevant environmental management experience at a local, state or federal level preferred;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license.