

ENVIRONMENTAL SPECIALIST I
ENVIRONMENTAL SPECIALIST II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, responsible for developing and implementing comprehensive Citywide environmental programs designed to ensure compliance with storm water regulations and/or solid waste regulations, provides assistance to the Clean Water Coordinator, or Solid Waste Contract Administrator and other departmental staff; assists in the preparation of technical and administrative data in written report and presentation formats; performs other related duties as required.

CLASS CHARACTERISTICS

Environmental Specialist I – This is the entry-level class in the Environmental Specialist series. Incumbents work under the direction of the Environmental Specialist II, Clean Water Coordinator or the Solid Waste Contract Administrator. This class is distinguished from the Environmental Specialist II by the performance of the more routine tasks and duties assigned to positions within this series, including the routine education and outreach efforts; permitting activities; inspections, audits and studies; program implementation, and environmental sampling. Work is reviewed in progress and/or upon completion for accuracy and completeness.

Environmental Specialist II – This is the journey-level class in the Environmental Specialist series. Employees within this class are distinguished from the Environmental Specialist I in the variety and complexity of inspections, investigations and related activities of the Storm Water Protection Program and/or the Solid Waste and Recycling Program, and by the performance of the full range of duties as assigned. The primary responsibility of the Environmental Specialist II is to plan and organize inspections, investigations, programs and related activities. Incumbents at this level are expected to work independently and schedule their work within required timeframes to meet the objectives of the program. These positions provide training, guidance and oversight to less experienced staff. Positions at this level are distinguished from other classes by an emphasis on ongoing, independent, programmatic responsibilities. Positions in this series are flexibly staffed and may be filled by advancement from the I level. Advancement is not based on time in grade, but solely at the discretion of the Water Utilities Director, the organizational needs of the department, appropriate certification requirements and satisfactory job performance.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Educates citizens and/or businesses regarding clean water prohibitions and/or AB939 State mandated Solid Waste programs; develops and monitors citizen participation programs; creates related public relations materials, such as websites, fliers, and pamphlets; develops educational materials and provides training in the Clean Water Program, or the Solid Waste and Recycling program, and water conservation issues to citizens, government administrators, municipal employees, developers, businesses and business groups, industrial workers, quasi-governmental groups, homeowner associations, and students; develops solid waste recycling, reuse programs; performs inspections of industrial, municipal and commercial sites, with emphasis in providing guidance, not enforcement; provides solid waste audits and waste characterization studies; implements or requires implementation of best management practices or controls at industrial, municipal, commercial, and residential sites; participates in permitting and implementation processes, as they relate to construction and demolition programs; provides information and assistance with clean water ordinances and/or solid waste ordinances for all industrial, commercial, municipal and residential sites; develops, implements and administers the dry weather and wet weather monitoring program or develops, implements and administers Zero Waste Plan objectives and other solid waste regulatory monitoring programs; collects environmental samples and performs field tests; develops pollution prevention programs or waste prevention/recycling programs for industries; applies for and administers grants for environmental and educational projects; prepares applicable California State mandated reports, which involves interpreting technical data, creating charts and databases, and preparing reports; conducts public speaking whenever necessary; deals with the public tactfully and effectively; establishes and maintains cooperative relations with those contacted in the course of duties; uses computer applications to assist in performing duties, e.g., word processing, spreadsheets, databases and presentation applications; communicates clearly, concisely and effectively, both orally and in writing; understands and carries out oral and written instructions.

MINIMUM QUALIFICATIONS

ENVIRONMENTAL SPECIALIST I

Knowledge of:

- Pollution impact, chemistry and biology.
- Data analysis methods.
- Modern principles and practices of chemistry, biology, microbiology, environmental science, environmental policy, or environmental protection applicable to urban runoff, wastewater, hazardous materials, solid waste management, recycling, organics management, resource management/hierarchy or industrial waste.
- Principles and practices of municipal storm water and/or solid waste laws and legal terminology.
- Water conservation issues.
- Public relations principles.
- Applicable state and federal laws.
- Principles and practices of customer service.

Ability to:

- Learn and perform waste date analysis, chemical, biological, and microbiological testing procedures.
- Learn proper use of monitoring, sampling, and basic testing equipment.
- Methods of detection of pollutants in urban runoff or other wastes, and their effect on the environment.
- Conduct research and prepare complete and accurate analyses, reports and recommendations on a variety of environmental issues;
- Utilize computer systems to enter, analyze, and retrieve data;
- Interpret and apply applicable codes and ordinances;
- Exercise sound judgment and common sense;
- Learn to apply procedures, techniques, and interpret and make decisions related to job duties.
- Deal tactfully with the public.
- Establish and maintain cooperative relations with those contacted in the course of work.
- Communicate clearly, concisely and effectively, both orally and in writing.
- Understand and carry out oral and written instructions.
- Read, understand, interpret and apply laws, policies, rules, contracts, guidelines and professional practices;
- Speak clearly and effectively before diverse audiences and groups.

Experience and Training

Experience: Two years of experience in environmental science, environmental policy, resource management, physical science, engineering, or a related field. At least one year of experience with water quality testing and working with storm water management or solid waste and recycling management and regulations and ecosystems improvements, or other related environmental regulations, is highly desirable.

Training: Graduation from an accredited college or university with a Bachelor's degree or higher, with major coursework in environmental investigations, preferably in the area of biology, engineering, civil and/or environmental engineering, environmental science, environmental policy, resource management; or a related field.

License or Certificates: Possession of, or ability to obtain, an appropriate, valid California driver's license.

ENVIRONMENTAL SPECIALIST II

In addition to the qualifications for Environmental Specialist I:

Knowledge of:

- Planning and development of AB939 source inspection, recycling and solid waste disposal programs.
- Methods of detection of pollutants in urban runoff or other wastes, and their effect on the environment.
- Solid waste management practices.
- Regional environmental issues.
- Proper use of monitoring, sampling, and basic testing equipment.
- Basic engineering and erosion control concepts.
- Applicable city municipal codes.

Ability to:

- Develop and implement public and private recycling programs;
- Plan and organize work with a high degree of independence of action;
- Coordinate citizen participation programs (beach and creek cleanups; zero waste events);
- Conduct research and prepare complete and accurate analyses, reports and recommendations on a variety of issues;
- Prepare clear and concise oral and written reports, both narrative and statistical;
- Establish and maintain effective working relationships with all levels of City staff, other governmental agencies, and the general public;
- Demonstrate an awareness and appreciation of the diversity of the community.

Experience and Training

Experience: A minimum of four years of increasingly responsible experience in environmental science, environmental policy, resource management, physical science, engineering, or related field; including two years of experience working with storm water management or solid waste and recycling management and regulations, ecosystems improvements, or other related environmental regulations.

Training: Graduation from an accredited college or university with a Bachelor's degree or higher, with major coursework in environmental investigations, preferably in the area of biology, engineering, civil and/or environmental engineering, environmental science, environmental policy, resource management or a related field.

License or Certificates: Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of one of the following certifications:

- Professional in Storm Water Quality (CPSWQ); OR
- Professional in Erosion and Sediment Control (CPESC); OR
- California Registered Environmental Health Specialist (REHS), OR
- Erosion, Sediment and Storm Water Inspector (CESSWI) Certificate, OR
- Solid Waste Association of North America Certification, OR
- National Registry of Environmental Professionals in Environmental Profession, Environmental Science or Natural Resources

WORKING CONDITIONS

Environmental Conditions: Office and field environment; travel from site to site; extensive public contact; exposure to noise, dust, grease, smoke, fumes, gases, electrical energy, radiant energy, toxic materials, and inclement weather conditions; work in or with water and wastewater.

Physical Conditions: Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; exposure to computer screens, speaking and hearing to exchange information; visual acuity to read and interpret specifications and regulations.