

Environmental Assistant

*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 supervision, assists in various environmental projects; participates in the implementation of the National Pollutant Discharge Elimination System (NPDES) Permit; reviews development reports and plans requiring storm water quality review, assists in the preparation of technical and administrative data, reports, and presentations; and performs other related duties as required.

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.*

Functions may include, but are not limited to, the following: assist in the implementation of the National Pollutant Discharge Elimination System (NPDES) Permit, the review of development proposals, designs and plans for compliance with stormwater regulations, the enforcement of the City's Stormwater Management Ordinance, and the preparation of state mandated reports; review and analyze technical reports, plans, documents, manifests, applications and permits related to environmental regulations and compliance with local, State and Federal regulations; coordinate with GIS staff to create, update and quality control various databases and maps pertaining to the NPDES Permit Standard Urban Stormwater Mitigation Plan (SUSMP) and Hydro-modification Plan (HMP) requirements; provide instruction to City staff and the general public regarding codes and regulations as required by NPDES Permit; compose a variety of reports, documents and correspondence including notices of violation, compliance schedules, Request for Proposals (RFP's), and cases for court action; assist with required NPDES field monitoring programs including inspection of construction, industrial, commercial, municipal, and residential sites for storm water compliance; attend meetings, workshops and technical committees; organize and/or participate in public education workshops, community events, regional work groups and joint activities; develop education brochures and other materials, maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; and perform other duties related to this position.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal stormwater laws and legal terminology.
- Technical documents related to planning, development and engineering.
- Applicable state and federal laws.
- Water sampling techniques and proper use of monitoring, sampling and testing equipment.
- Data analysis methods.
- Safety principles and practices related to industrial waste inspections.
- Computer equipment and software applications.
- Principles of public speaking.

- Public relations principles.

Conflict resolution techniques.
Proper English usage, spelling, grammar, and punctuation.

Ability to:

Assist in the development and coordination of various stormwater management programs
Review and evaluate development & redevelopment proposals, designs and plans for compliance with stormwater regulations.
Collect environmental samples and perform field tests.
Read and interpret maps and development study reports.
Interpret and apply applicable codes and ordinances.
Participate in regional and watershed based activities.
Implement public education and outreach programs to various target audiences.
Prioritize assignments and resources to respond to emergency, special or routine situations and deadlines.
Use independent judgment in the exercise of daily responsibilities.
Prepare reports, clear and concise logs, and correspondence using a computer.
Communicate clearly and concisely, both orally and in writing.
Speak effectively before individuals and groups.
Establish and maintain effective working relationships with those contacted in the course of work.
Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training Guidelines

Experience:

Three years of experience in environmental science, physical science, engineering or a related field. (One year of experience working with stormwater management regulations, or other related environmental regulations is preferred.)

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in Biology, Environmental Science, Environmental Engineering, Environmental Planning, Public Health/Environmental Health, or a related field.

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

WORKING CONDITIONS

On a continuous basis, sit at a desk, walk, or stand for long periods of time. Intermittently twist and reach office equipment; use telephone; write or use keyboard to communicate through written means; may lift up to 50 pounds; walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspections and exposure to varied weather conditions. See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans, hear in the normal range with or without correction. Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of weather conditions; work with exposure to traffic, loud noise, physical barriers and around storm water, wastewater, industrial wastes, hazardous substances, and in the immediate vicinity of laboratory chemicals and reactive agents used to analyze storm water run-off samples. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.