



Environmental Programs Specialist

Definition

Under general direction, performs specialized professional and technical support related to all programs and activities of the Environmental Programs Division including stormwater pollution prevention, solid waste and recycling programs, household hazardous waste and related activities; conducts field investigations and audits of residential and commercial facilities to determine compliance with applicable Federal and State laws, codes, ordinances, specifications, and departmental regulations; fosters cooperative working relationships with various public and private agencies, organizations, and groups; conducts public outreach events and activities; provides specialized and professional assistance to the Environmental Programs Manager. Acts for the Environmental Programs Manager in the manager's absence.

Class Characteristics

This is a single-position classification that performs specialized professional and technical support to all programs and activities of the Environmental Programs Division. This position is responsible for planning, organizing and implementing assigned City environmental programs and projects through collaboration with other departments, divisions, outside agencies, private business and property owners and the general public. This class is distinguished from the Environmental Programs Manager in that the latter has overall management responsibility for environmental programs, functions, and activities and for developing, implementing, and interpreting public policy.

Supervision Received and Exercised

Receives general direction from the Environmental Programs Manager. Exercises general supervision over the Environmental Program Compliance Technician. May exercise technical and functional direction over volunteers or short assignments of other staff.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Develops and coordinates environmental program activities related to stormwater pollution prevention, solid waste and recycling programs including a proactive field inspection program and a city-wide household hazardous waste program to ensure compliance with Federal, State, and local laws, codes, and regulations.

Reviews application plans and specifications for a variety of development construction projects; performs walk-through with applicants; recommends design change options to ensure compliance with environmental regulations.

Participates on and makes presentations to a variety of committees; attends and participates in professional group meetings.

Develops and writes Federal, State, and local mandatory environmental reports including the Industrial/Commercial Discharger (IND) Inspection and Illicit Discharge Detection and Elimination (IDDE) sections of the annual report for submittal to the San Francisco Bay Regional Water Quality Control Board; analyzes and ensures accuracy of data.

Coordinates assigned recycling and solid waste programs for the City; collects data on the needs of the City and develops plans of action; educates and works with City departments to improve compliance with the municipal regional stormwater permit (MRP), franchise solid waste agreement; and related municipal codes.

Represents the City in meetings with representatives of government agencies, professional, business, community organizations, and the public.

May serve as technical resource for the County's Household Hazardous Waste Committee. Investigates and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.

Prepares public information materials such as notices, brochures, flyers, newsletters, and other materials; provides educational trainings to City staff, property and business owners, tenants and the general public.

Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends discipline to management.

Maintains accurate databases, records, and files related to programs within the Environmental Programs

Division and compliance actions which may include warnings, notices of violation, and citations.

Administers assigned contracts with private vendors to provide City services.

Conducts special research assignments, analyzing data, and preparing conclusions and recommendations for consideration by management or special committees.

Performs other duties as assigned.

Qualifications

Knowledge of:

Principles, practices, terminology, and methods of environmental compliance programs, including stormwater and surface water quality, water quality, water conservation, solid waste including recycling and household hazardous waste.

Program development, management, and evaluation techniques.

Basic engineering methods, technology and terminology.

Designs, plans, and specifications used in public works and building.

Applicable Federal, State, and local laws, codes, and regulations related to environmental compliance.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Basic budgetary and contract administration policies and procedures.

Principles and practices of safety management and application.

Technical report writing practices and procedures.

Record keeping principles and procedures.

Modern office practices, methods, and computer equipment.

Computer software related to work.

English usage, spelling, vocabulary, grammar, and punctuation.

Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.

Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

Develop, organize, supervise, coordinate, review, evaluate, and personally participate in programs and projects related to environmental compliance programs.

Analyze, interpret, apply, and ensure compliance with Federal, State and local policies, procedures, laws, and regulations.

Prepare and administer the assigned program's budget and contracts, including the requisition and/or purchase of materials, supplies, equipment, and services.

Monitor legislative and technological changes and recommend operational changes as appropriate.

Prepare clear and concise reports, correspondence, policies, procedures, informational materials, ordinances, and other written materials.

Utilize computer and related word processing, database, and spreadsheet software and applications.

Make sound, independent decisions within established policy and procedural guidelines.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in environmental studies, public administration, engineering, planning or a related field, and three (3) years of increasingly responsible experience in environmental program development, coordination, and/or implementation.

Licenses and Certifications

Possession of an appropriate, valid California driver's license is required.

Advanced certification from the California Association of Code Enforcement Officers (CACEO) and/or PC 832 certification is highly desirable.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily an outdoor field inspector classification although finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend,

stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, bend and pull materials and objects up to 50 pounds.

Environmental Elements

Employees work in an office environment with moderate noise levels and controlled temperature conditions. Field work may include inspecting creeks and other natural environments that may or may not have water flow, carry trash; conducting waste characterizations of collected trash and recyclables, inspection of waste bins and trash enclosures, operating hand trash collection devices, conducting spill clean-ups, and limited direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Working Conditions

May be required to be on-call and to work various shifts on emergencies on evenings, weekends, and holidays.

FLSA: Non-exempt
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