

ENVIRONMENTAL SERVICES SPECIALIST

Salary Range: 30 (Public Service Salary Schedule)

DEFINITION

Under direction, plans, coordinates, and implements environmental program/operations for City and private development; provides expertise and oversight in program elements for the organization; performs a variety of professional and technical level tasks relative to assigned area of responsibility; plans, coordinates, and directs the activities related to open space within the City; performs advanced level professional planning work in the area of current and advance planning; coordinates section activities with other divisions or departments; provides highly responsible technical support to the Environmental Services Operations Manager; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is an experienced journey level class involving responsibility for assignments/projects in current and advance city and private development which requires the application of advanced principles and practices of urban planning and development and environmental stewardship.

SUPERVISION RECEIVED AND EXERCISED

The incumbent receives general direction from the Environmental Services Operations Manager and/or designee and may exercise technical and functional supervision over professional and clerical staff as assigned.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Prepares environmental related studies, and provides general technical assistance to management as requested.
- Develops and implements CEQA/NEPA programs by compiling, evaluating, documenting and preparing environmental impact reports, environmental assessments, negative declarations, exemptions, and other environmental documents; coordinates city review and comment on environmental documents prepared for adjacent jurisdictions.
- Coordinates efforts related to the MS4 permit with local, regional, and state entities; manages and maintains records.
- Prepares/coordinates environmental permit applications for the U.S. Army Corps of Engineers, California Department of Fish and Game, California Reclamation Board, and Regional Water Quality Control Board, and other environmental permits and approvals; serves as Industrial Facility General Storm Water Permit Coordinator.
- Serves as city liaison to state and federal resource agencies and implements related programs including, but not limited to, memorandums of agreements, habitat conservation plans, or other regional conservation programs.
- Plans, prioritizes, assigns, supervises, and reviews the work of assigned staff related to program activities.
- Implements the City's Open Space Management Plan; manages open space areas and nature preserves in accordance with various regulatory agency requirements; monitors reports and contracts to ensure compliance; plans, develops, and oversees the work of staff involved in open space preservation and urban forestry.

- Prepares requests for proposals, contracts, and service agreements, including specification preparations; negotiates, administers, and oversees contract implementation.
- Develops, implements, and participates in current program activities including the issuance of land use permits and approvals assigned by state law and local ordinances.
- Prepares and may present reports, resolutions, and ordinances before the Planning Commission, City Council, and citizen groups regarding Department findings and recommendations.
- Assists with the preparation and presentation of the department budget; performs budget and expenditure review; and makes recommendations.
- Confers with engineers, developers, architects, and others in coordinating department matters; provides information and technical assistance regarding city environmental and development requirements.
- Interprets and applies land use, environmental quality, subdivision, and general planning laws and regulations.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of general government administration and policy establishment
- Principles and practices of CEQA/NEPA and environmental planning and development
- Research techniques used in the field of environmental coordination
- Advanced principles and practices of urban and natural resource planning and development
- Methods and techniques of effective recordkeeping, technical report preparation, and presentation
- Statistical research methods and sources of information related to urban growth and development, land use, transportation, communications, and public utility systems
- Recent developments, current literature and sources of information related to environmental/municipal planning and administration
- Applicable federal, state, and local agencies laws, codes, and regulations, related to environmental programs and regulatory permits, and/or areas of assignment
- Principles of environmental science and practices which protect the quality of the environment and public health and safety
- Methods and techniques used in water and soil sampling and analysis; use and maintenance of laboratory and sampling equipment
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures
- Principles and practices of public sector budgeting, and accounting, including basic budget preparation and monitoring, cash control, and related accounting practices
- Computer applications related to the work (ArcGIS and AutoCAD)
- The use of modern office practices, methods and equipment, including personal computer hardware and software

Ability to:

- Analyze site design, terrain constraints, circulation, land use compatibility, utilities and

other urban services

- Ensure project compliance with federal, state, and local rules, laws, and regulations
- Interpret and apply pertinent environmental/urban planning laws, rules, and regulations
- Prepare and analyze technical and administrative reports, statements, and correspondence
- Communicate clearly and concisely, both orally and in writing
- Represent City policies and programs with other governmental agencies and the general public as directed
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Work independently within given guidelines, prioritize and coordinate activities and meet deadlines
- Effectively represent the City in contacts and relationships with City staff, the general public, local business community, state water board, and other associated agencies
- Collect and present engineering/environmental data and information for reporting purposes
- Perform a variety of physical and chemical tests
- Use computer technology and applications to prepare written and graphical reports and in the performance of daily activities
- Maintain effective audio-visual discrimination and perception needed for making observations
- Establish and execute work plans in a timely and competent manner; prioritize assignments and workload appropriately in order to meet deadlines
- 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
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications

Any combination of education and experience that provides the knowledge, skills and abilities may be qualifying.

A bachelor's degree from an accredited college or university in chemistry, geology, biology, physics, environmental engineering, environmental science, environmental studies, industrial hygiene, or a closely related field, and two (2) years of full-time experience performing duties related to environmental compliance.

GENERAL QUALIFICATIONS

License Requirements

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements

Incumbents appointed to this job must be physically able to perform the duties of this position including the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; travel to various work sites throughout the city to inspect work, supervise crews and attend meetings which may involve exposure to traffic, weather conditions, above-average noise, machinery hazards, and herbicides/pesticides; intermittently sit at a desk for long periods of time; walk, stand, bend, squat, twist and reach while performing office and field duties; lift light to moderately heavy weights; operate a motor vehicle; manual dexterity to use standard office equipment, supplies and small tools, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen and perform visual inspections in the field; hearing and speech to communicate in person and by telephone or radio.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: March 2016