



ENVIRONMENTAL SERVICES SPECIALIST

DEFINITION

Under direction, plans, coordinates, and implements environmental programs/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 department management; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises functional supervision over assigned technical and clerical staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the Environmental Services class series responsible for performing assignments/projects in current and future City and private developments which requires the application of advanced principles and practices of urban planning and development and environmental stewardship. Incumbents work under direction and exercise a high level of discretion, initiative, and independent judgment in performing the full range of routine to complex job duties as described herein.

This class is distinguished from the Environmental Services Technician in that the latter is the entry-level class in the series that provides administrative support to the Environmental Services Division and provides technical support in processing engineering and environmental plans.

ESSENTIAL DUTIES

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

- Plans, coordinates, and implements activities of various environmental programs that include program awareness, monitoring, and enforcement.
- Develops and implements California Environmental Quality Act (CEQA) and National Environmental Policy Act (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 Municipal Separate Storm Sewer System (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 Wildlife, 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.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of general government administration and policy establishment.
- Principles and practices of CEQA/NEPA and environmental planning and development.
- Principles and practices of scientific research method.
- 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 ArcGIS, AutoCAD, Bluebeam, and Trackit
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, direct, coordinate, administer, and evaluate assigned environmental programs or projects.
- 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.
- Collect and present engineering/environmental data and information for reporting purposes
- Perform a variety of physical and chemical tests.
- Effectively represent the City in contacts and relationships with City staff, the general public, local business community, state water board, and other associated agencies
- Effectively represent the department and the City in meetings with governmental agencies; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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

Possession of a bachelor's degree from an accredited four-year college or university with major coursework in chemistry, geology, biology, physics, environmental engineering, environmental science, environmental studies, industrial hygiene, a closely related field;

AND

Two (2) years of full-time experience providing technical-level support to an environmental compliance program.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; strength, stamina, and mobility to traverse uneven terrain, including climbing ladders, stairs, and other temporary or construction access points; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard or calculator; and the ability to occasionally lift, carry, push, and pull materials and objects up to 50 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

Emergency Service Workers: All City of Rocklin employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	March 2016
Revised	October 2021
FLSA	Non-Exempt
Salary Schedule	AFSCME/Range 30