



## Environmental Specialist I/II

Class Code:  
450/451

### DEFINITION

Under direction from the Health and Safety Supervisor, performs a variety of environmental compliance activities and permitting associated with District facilities, equipment, and operations; performs a variety of hazardous materials management program compliance activities associated with District facilities, equipment, and operations; as required, provides technical and operational support for emergency preparedness and response program activities; recordkeeping and reporting; participates in the District's emergency planning processes; may exercise technical and functional oversight over support staff; and performs other related work as required.

### DISTINGUISHING CHARACTERISTICS

**Environmental Specialist I** is the entry level in the professional Environmental Specialist series. Under close to general direction within a framework of established policies and procedures, incumbents learn and perform a variety of routine and specialized tasks associated with environmental compliance. Provides support for programs and projects specific to the District's emergency preparedness and response to environmental/hazardous material activities and programs. Assignments are given in specific terms and are subject to frequent review while in progress and upon completion, except where tasks are well defined by established standards, policies and procedures. There is limited latitude for independent judgment. As experience and proficiency are gained, assignments become progressively more diversified and difficult with less supervision.

This class is distinguished from the journey-level Environmental Specialist II class by the routine nature and limited complexity of work assignments and the level of supervision received. The Environmental Specialist I and II classifications are flexibly staffed. Incumbents normally advance to the Environmental Specialist II classification after gaining requisite experience, demonstrating sustained satisfactory performance, achieving and demonstrating proficiency in the job requirements of the journey-level classification and upon recommendation and approval of the immediate supervisor and department manager.

**Environmental Specialist II** is the experienced, journey-level in the professional Environmental Specialist series. Under general direction within a framework of established policies and procedures, incumbents perform a full range of assigned difficult and complex tasks, while exercising discretion and independent judgment within established guidelines. Assignments are generally reviewed upon completion; difficult and non-routine assignments may be reviewed while work is in progress.

The Environmental Specialist II is distinguished from the Environmental Specialist I class by the complexity of work assignments, the potential impact of error, the level of initiative and judgment exercised and the level of supervision received. The Environmental Specialist II is distinguished from the Health and Safety Supervisor in that the latter manages the District's environmental

compliance programs and personnel including this classification.

## **TYPICAL DUTIES**

### **TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Implements environmental compliance programs, policies, and procedures to ensure the District's compliance with all applicable federal, state, and local regulations pertaining to wastewater, recycled water, potable water, hazardous waste/materials, and biosolids.
- Prepares regulatory permits as required by applicable law and regulations; obtains data from various sources, compiles, and completes required permit applications; provides recommendations for permit language during permit application and approval processes.
- Assists with the development and maintenance of standard operating procedures related to environmental compliance; gathers, interprets and communicates environmental regulations pertinent to District operations; assists with the development and presentation of training to insure compliance with environmental regulations including reporting and recordkeeping requirements.
- Conducts internal inspections and participates in compliance audits; evaluates, determines, and reports on compliance status; investigates mitigation options and prepares reports and recommendations on actions required in response to compliance audits.
- Evaluates all District facilities and motorized equipment running on fossil fuels for compliance with relevant federal, state and local environmental compliance laws and regulations.
- Evaluates all District facilities for compliance with relevant federal, state, and local hazardous materials storage and handling laws and regulations; updates hazardous material business plans and hazardous spill response and cleanup procedures.
- Performs a variety of internal staff studies and analyses focused on environmental regulatory compliance; prepares reports outlining findings and recommendations; assists in the development and revision of related internal District policies and procedures; and coordinates preparation and submission of required written plans to regulatory bodies as required.
- Acts as resource person offering advice and consultation to District staff within area of expertise and program responsibility.
- Provides technical and programmatic support for the District's emergency preparedness and response program within area of expertise and program responsibility.
- Performs other related work as required.

## **REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:*

### **Education and Experience:**

Possession of a baccalaureate degree from an accredited college or university with a major in environmental science, environmental studies or a related technical field; and

**Environmental Specialist I:** No work experience required.

**Environmental Specialist II:** Two years of full time experience developing and implementing programs related to environmental compliance and hazardous materials management issues.

### **Knowledge, Skills and Abilities:**

**Knowledge of:** environmental engineering principles, terms, practices and technology related to basic chemistry and laboratory procedures; methods, materials, and equipment used in the operation and maintenance of water facilities; methods and techniques of quantitative and qualitative data analysis, report preparation and procedure writing; federal, state and local laws, codes and regulation governing environmental and hazardous materials compliance; safe work practices as they relate to the position and the ability to identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.

**Skill and Ability to:** assist in the coordination of District-wide environmental and hazardous materials compliance ; develop and present program training and instruction; effectively assess procedural compliance and adherence to recordkeeping requirements; organize work, set priorities, handle concurrent assignments and meet deadlines; gain the confidence and cooperation of a variety of people both internal and external to the District; exercise sound, independent judgment and initiative within established guidelines to develop sound decisions and recommendations on environmental compliance; use mathematics to calculate volume and flows of water; effectively use a personal computer and software including word processing, spreadsheets, project scheduler, and presentation applications; communicate effectively, both orally and in writing; make verbal presentations to individuals and large groups; maintain detailed, complete and accurate records; compile data and prepare clear and concise technical reports; establish and maintain effective working relationships with those contacted in the course of the work; and perform the essential functions of the job without causing harm to self or others.

### **Additional Requirements:**

- Must possess a valid California driver's license and have a satisfactory driving record.
- **Environmental Specialist II:** Must possess a Grade 2 Distribution System Operator certification issued by the Cal/EPA State Water Resources Control Board.

**Working Conditions/Physical Requirements:**

Essential duties are performed primarily in an office environment and periodically in the field with exposure to hazardous chemicals; and requires the ability to: sit for extended periods at a desk in front of a computer screen; intermittently twist to reach equipment or supplies on surrounding desk; use hand strength and finger dexterity to perform simple grasping and fine manipulation; use a telephone and computer keyboard on a daily basis; hear and talk to receive and communicate information; occasionally crawl into confined spaces and climb ladders to heights; and frequently lift and/or carry objects weighing up to 20 pounds and occasionally up to 55 pounds.

Revised: 06/15

Approved:   
Human Resources/Risk Manager