



CLASSIFICATION NO. 902
Established: 9/95
FLSA: Non-Exempt
EEO: 5

ENVIRONMENTAL ASSISTANT

CLASS CHARACTERISTICS

Under general supervision, to prepare and organize case files for referral for hearings; to conduct routine field inspections for site compliance; to receive complaints, research and collect data, and process case correspondence; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Community Environment Section within the Department of Transportation and Development is responsible for resolving code and ordinance violations in building, plumbing, solid waste, subsurface sewage disposal, grading, road use, zoning and development. This section also oversees the franchising of garbage haulers, review of state business licenses and coordination of County waste reduction and recycling efforts.

The Environmental Assistant assists professional staff in the processing of code enforcement cases by performing routine technical and administrative assignments. This classification does not have responsibility for obtaining or negotiating compliance with owners and/or violators.

The Environmental Assistant differs from the Environmental Specialist which reviews, processes and resolves violations of codes, ordinances, rules, regulations and state statutes. It also differs from the Permits Specialist which does not assist in preparing case referrals for hearings nor conduct field inspections.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Assists in preparing case referrals for hearings; reviews case file for necessary information; documents sequence of events and lists of evidence; organizes exhibits and other documentation; forwards case referral file to higher level staff for hearings processing.
2. Conducts routine field inspections to verify and document violations and compliance and for State business license renewals; verifies site compliance for both pre and post hearing file documentation and prior to closing case files; identifies actual site location and basic nature of violation in response to complaint from public; observes sites from roadway.
3. Prepares and processes correspondence and notifications regarding violation of codes; monitors files to verify accuracy of information and notifications; researches, revises and recommends language to standardize correspondence and to comply with current codes.

4. Receives complaints from the general public regarding violations of County codes and ordinances; compiles record of property and owner(s)/violator(s); enters and/or searches data relating to violations and inspections.
5. Explains codes, ordinances, laws, regulations and procedures to the general public relating to inspections and violations; provides information regarding the status of particular cases; refers technical questions to higher level staff.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: County codes, ordinances and rules; County code enforcement and general permits process; standard office practices and procedures; recordkeeping methods and procedures; basic math; English spelling, grammar and composition.

Skill to: Accurately explain policies, procedures, laws, regulations, codes and ordinances; interpret and comply with established policies, procedures and regulations; search and compile information; organize and maintain records; establish and maintain effective working relationships with County personnel and the public; communicate effectively, both orally and in writing.

WORKING CONDITIONS

Within BCS's Forest and Timber Management Division, duties require frequent to continuous standing, walking, squatting, kneeling, bending, twisting, digging, balancing, climbing, forward/overhead reaching, grasping, fine motor control, and the ability to lift 75 pounds, carry up to 60 pounds, and push/pull 80 pounds. Duties also involve exposure to confined spaces, loud noises, vibration, slippery and/or uneven surfaces including steep terrain, exhaust fumes and dust, chemicals, and adverse weather conditions including extreme temperatures.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Within BCS's Forest and Timber Management Division, must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Within BCS's Forest and Timber Management Division, employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Edited: 10/17