



CLASSIFICATION NO. 893  
Established: 7/09  
FLSA: Non-Exempt  
EEO: 3

## **ENVIRONMENTAL COMPLIANCE SPECIALIST**

### **CLASS CHARACTERISTICS**

Under direction, to coordinate, monitor and perform a variety of work activities associated with environmental management practices related to the construction and maintenance of County transportation systems; to advise engineering and construction management staff on environmental resource issues; to research, collect, and analyze environmental resource data; to research and prepare grant applications; to prepare permit applications, administer permits, and submit required reports for permit compliance; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Transportation Engineering Division within the Department of Transportation and Development (DTD) provides professional and technical engineering support and manages programs to implement improvements to the County's road system. Specific functions include traffic engineering, road engineering and surveying, maintenance, and construction management and development coordination.

The Environmental Compliance Specialist is primarily responsible for ensuring compliance with environmental regulations for public works projects such as roads, bridges, traffic control, street lighting, land monuments, storm drains, sanitary sewer systems and treatment facilities. Incumbents in this series work independently under the supervision or direction of an advanced level technician or professional engineer.

The Environmental Compliance Specialist differs from the Environmental Policy Specialist classification which provides a high level of technical and policy coordination expertise for the County on endangered species, site restoration and other environmental and conservation issues. It is also distinguished from classifications within the Engineering Technician series which perform engineering duties including the design, construction, maintenance and management of engineering projects.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Prepares and provides technical assistance for the preparation of Federal, State, and local permit applications for projects and activities that may impact natural resources including, but not limited to, National Pollution Discharge Elimination System (includes MS4 permit and TMDLs), Underground Injection Control (includes Water Pollution Control Facility permit), wetlands, and the Endangered Species Act (includes Best Management Practices); ensures compliance, monitors activities, prepares and provides comprehensive reports as

required by agencies and permits; works with representatives of regulatory agencies to resolve technical and compliance issues.

2. Performs field investigations to collect pertinent environmental and natural resource data relating to construction and maintenance of the County transportation system; recommends and assists with the preparation of environmental management plans, permits, and specifications for inclusion in contracted and County maintenance projects.
3. Prepares and submits grant applications for funding fish passage and other projects; researches and collects supplemental information to support grant application; prepares and submits required reports and data for grants received, maintains records for the required retention period; continually searches for new grant funding sources.
4. Provides public information and assists in development of public information programs; responds to public concerns regarding the environmental impacts of transportation projects and activities.
5. Assists in the education of department employees regarding resource identification and environmental management practices.
6. Prepares and reviews engineering and construction plans, drawings, surveys, and technical reports for environmental compliance; establishes and maintains standards for assigned project or program.
7. Ensures compliance with all local, state, and federal regulations regarding instream and wetland construction work; supervises construction projects during in-water work periods.
8. Performs related duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Environmental theories, principles and practices; erosion control and storm water management methods; Federal, State and local government regulations governing endangered species, storm water management, vegetation control and reduction of pollutants.

Working knowledge of: Principles of construction and inspection techniques; technical report, permit application and grant writing; microcomputer applications relating to environmental and engineering practices; CADD systems, software, and applications; English grammar and composition; methods and techniques of project management.

Skill to: Interpret environmental rules, regulations, policies and practices and apply them to specific project situations; read and interpret engineering drawings, maps, plans, specifications and related legal documents; effectively collect and accurately analyze data; conduct independent field investigations; prepare comprehensive written reports; prepare exhibits and designs from field investigations and notes; communicate effectively, both orally and in writing; establish and maintain effective working relationships with individuals, whether members of the public or coworkers, from diverse groups and backgrounds; work in an office setting and in the field; prepare maps, exhibits, and graphs; read, interpret, and apply relevant codes, ordinances, property descriptions, and other regulations and guidelines; oversee a crew of technicians or volunteer personnel; organizing and conducting many activities simultaneously.

## **WORKING CONDITIONS**

Field activities include moderately strenuous physical work and incumbents may encounter adverse weather conditions and/or perform work in hazardous locations such as elevated platforms, ladders, streams, or ditches.

## **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 three (3) years 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**

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.

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.