

ENVIRONMENTAL PROGRAMS SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: An Environmental Programs Specialist performs professional and technical duties associated with the department's asbestos, air quality, environmental site assessment, facility environmental audit, hazardous materials and waste, lead paint, storm water, and environmental water quality program areas as assigned. Duties include: analyzing proposed and final environmental regulations to determine impact on City operations; interpreting regulatory requirements and providing departments with compliance direction and assistance; developing plans to ensure compliance; reviewing compliance programs and plans to determine compliance status; developing strategies and criteria for corrective and preventative actions; developing and conducting public outreach and education activities; providing training to City personnel on environmental compliance requirements; conducting audits and inspections of public and private facilities; dealing directly with City departmental representatives and the public; drafting compliance and enforcement actions; and managing environmental projects. Employees in this class are responsible for providing oversight of field activities. The employees are expected to make decisions and provide direction as to compliance requirements. Employees are required to represent the City during meetings of regulatory agencies, regional municipal cooperative efforts, and professional associations. Employees in this class must be able to work cooperatively within a team environment to develop and implement compliance programs. Work involves continual learning and the sharing of best practices to understand and stay current on environmental compliance issues and enforcement strategies. This class performs related duties as required.

General Environmental Assignment: The primary emphasis of this assignment is on the department's asbestos, air quality, environmental site assessment, lead paint, storm water, City generated hazardous waste, City facility environmental auditing, and environmental water quality programs. This class may support the Household Hazardous Materials Facility.

Hazardous Materials/Waste Assignment: The primary emphasis of this assignment is on the City's Household Hazardous Waste Facility. Work hours for this assignment may include Saturday hours. This classification is responsible for duties, including training, creating weekly work schedules, and ensuring proper handling of hazardous materials and waste by Environmental Technicians and contract workers.

Distinguishing Features: This classification differs from the classification of Environmental Technician by the performance of work that requires a broader knowledge of the principles and techniques of the professional environmental field and by the more diverse and complex nature of assignments and the greater independence under which the work is performed. An Environmental Programs Specialist works with considerable independence and with limited supervision regularly exercising independent judgment while performing technical work; and is expected to provide a high level of professionalism when dealing with public, other City employees, and outside agencies. An employee in this class is expected to have a comprehensive working knowledge of numerous environmental regulations in order to make independent decisions. Employees must be able to analyze environmental implementation activities and make accurate compliance decisions during inspections and daily tasks. An Environmental Programs Specialist must possess effective interpersonal skills to manage difficult situations that frequently involve conflict and communication with irate and inflamed

individuals. Employees must be able to present complex technical information and data in a format that is comprehensible to a variety of audiences. Employees in this class may be required to work after hours and be on-call. When on-call during non-work hours, employees must be able to respond to environmental situations and make on-site independent decisions as to appropriate actions and to communicate those decisions in a timely manner to division and department management personnel. This class reports to the Environmental Programs Supervisor, with work reviewed through conferences, meetings, written reports, and by overall results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Chemistry, Biology, Environmental Sciences, or a closely related field. Considerable (3-5 years) of full-time work experience in environmental and compliance related programs.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification. Must be able to obtain Occupational Safety and Health Administration (OSHA) 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) certification within 12 months of hire or promotion or maintain annual refresher training. For those program areas directly managed by this class, must obtain Asbestos Hazard Emergency Response Act (AHERA) certification, Department of Transportation Hazardous Materials (DOT) certification, and United States Environmental Protection Agency Resource Conservation and Recovery Act (RCRA) certification within 12 months of hire or promotion date and maintain annual refresher training.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Strong verbal and written communications skills.

General Environmental Assignment: Considerable (3 - 5 years) broad-based experience including: managing asbestos, stormwater, air quality, hazardous materials/waste, underground storage tank programs, and environmental site investigation/remediation. Considerable (3 - 5 years) experience dealing effectively with the general public, consultants, contractors, and regulatory agencies. Preferred certifications include Certified Environmental Auditor, Certified Hazardous Materials Manager, Certified Environmental Manager, Certified Industrial Hygienist, Professional Engineer, and/or Registered Geologist.

Hazardous Materials/Waste Assignment: Considerable (3 - 5 years) experience in the management of hazardous materials/wastes. Considerable (3 - 5 years) experience dealing effectively with the general public, consultants, contractors, and regulatory agencies.

ESSENTIAL FUNCTIONS

Communication: Informs the general public of regulations and requirements of City codes. Provides training to City staff and contractors regarding environmental regulations and compliance programs. Maintains good working relationships with local industrial officials by providing information regarding regulations and compliance, assisting in the completion of compliance questionnaires, answering general questions, etc., to encourage cooperation and promote and encourage compliance with regulatory requirements. Communicates with regulatory agencies, businesses, City departments, and the general public on compliance issues. Maintains excellent documentation for compliance purposes. Compiles, analyzes, interprets, and develops reports, best management practices, and/or educational materials. Works cooperatively within a team environment to develop and implement compliance programs.

Manual/Physical: Conducts audits and inspections of industrial operations, construction sites, and other private and City-owned facilities as required. Conducts field work including collecting solid and liquid waste samples and operates sampling equipment. Uses common hand tools. Cleans work area and equipment. Carries and moves sampling equipment. Mixes acids, bases, and other chemicals to collect and preserve samples and perform field tests. Works with potentially hazardous materials requiring the use of specialized protective equipment. Works outside in all weather conditions. Distinguishes colors to perform color-comparative tests. Operates a variety of standard office equipment including a personal computer (PC). Enters data into a PC to update computer files, prepare inspection reports, and prepare correspondence. Operates a sedan and pickup truck requiring a standard Class D Arizona Driver's License to perform field work and inspections. Lifts heavy objects up to 50 pounds and moves heavy objects up to 800 pounds by mechanical means, such as forklift or electric dolly. Climbs stairways, ladders, and works on elevated structures and traverses uneven surfaces. Meets scheduling and attendance requirements.

Mental: Reads, analyzes, and interprets complex environmental information and data. Develops presentation materials. Analyzes compliance requirements. Analyzes, evaluates, and interprets regulations, laboratory analytical results, and compliance program documents. Analyzes audit and inspection findings to make recommendations regarding corrective and preventative actions. Comprehends and makes inferences from City codes and regulations when inspecting facilities for compliance. Develops personal action plans to complete assigned divisional goals and objectives. Prioritizes work assignments and manages personal time on a daily basis to meet division and program inspection goals and requirements. Learns job-related material through on-the-job training, attendance at professional seminars, and continuing education.

Knowledge and Abilities:

Knowledge of:

ordinances, rules, and regulations governing storm water discharges, particulate pollution, air quality permitting requirements, American Society for Testing of Materials (ASTM) standards for Phase I and Phase II Environmental Site and hazardous materials/waste;
principles of categorization for hazardous materials/waste and biomedical waste;
principles and practices for field monitoring protocols, sample collection, preservation, analysis, and documentation requirements;

occupational and safety precautions at industrial and construction work sites;
the effects of chemicals on human and ecological systems;
modern process evaluation and improvement techniques;
PC software and database applications;
contract management and principles and practices of project management; and
principles and practices of environmental auditing systems including the ISO 14000 family of standards.

Ability to:

evaluate and communicate complex environmental compliance information;
analyze new and developing regulatory requirements;
develop and/or revise environmental compliance programs;
assist other work groups to develop compliance program implementation strategies;
conduct inspections using appropriate sampling and analysis methods;
maintain proper records and documentation;
develop written materials relating to environmental programs;
work cooperatively with coworkers, representatives from other City departments, and regulatory agencies;
maintain good working relationships with local industrial officials and contractors by providing information regarding regulations, assisting in the completion of compliance questionnaires, answering general questions, etc., to encourage cooperation and promote voluntary compliance with regulations;
investigate complaints regarding illegal dumping of potentially hazardous materials;
provide field assistance during hazardous materials response incidents;
assume primary responsibility for managing field activities during various types of remediation projects;
and assume primary responsibility for managing on-site activities at the Household Hazardous Materials facility (*Hazardous Materials/Waste Assignment*).

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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AD/dv/ah

CS4785.DOCX

EEO-Tech

JOB FCTN-TEC

Non-DOT Safety and Security-Y

CDL-N

RESP-Y

PAY GRADE: 52

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 60-200