

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:** ENVIRONMENTAL SPECIALIST I  
ENVIRONMENTAL SPECIALIST II

**DEPARTMENT:** PUBLIC WORKS

**BASIC FUNCTION:**

Under general supervision, responsible for developing and implementing comprehensive citywide environmental programs, designed to ensure compliance with storm water regulations and/or solid waste regulations. This position will provide assistance to the Watershed Protection Program Manager or the Recycling Manager and other departmental staff. Duties may include conducting education and outreach activities; field investigations; inspection of industrial, commercial, and residential properties; water quality monitoring and data analysis; complaint response; customer service; and enforce and ensure compliance with storm water, solid waste, recycling, environmental protection, vehicle abatement, health and safety codes and other related ordinances under the Carlsbad Municipal Code; and perform related work as required. Field work and office work are both required in these positions, with occasional weekend and evening work.

**DISTINGUISHING CHARACTERISTICS:**

The **Environmental Specialist I** is the entry level position in the Environmental Management Department. Incumbents work under the direction of the Environmental Specialist II, the Senior Environmental Specialist, and/or the Watershed Protection or Recycling Manager. The Environmental Specialist I may perform routine education and outreach efforts, inspections, (or assist with inspection and compliance activities with a more experienced inspector); water quality monitoring and data analysis, complaint response, audits and studies, program implementation, environmental sampling and division-related activities. The position assists with annual report writing, inter-departmental training and coordination, acts as a city representative at regional meetings and provides a broad range of customer service including dealing with difficult people. Work is reviewed in progress and/or upon completion for accuracy and completeness.

The **Environmental Specialist II** is the advanced level position in the Environmental Management Department. The primary responsibility of the Environmental Specialist II is to plan and organize inspections, investigations and related activities of the Watershed Protection and/or Recycling Program. Incumbents at this level are expected to work independently and schedule their work within required timeframes to meet the objectives of the program. They handle the more difficult and sensitive issues related to violations, court actions and the full range of activities such as education, outreach, inspection and enforcement, monitoring and data analysis, complaint response, watershed and/or recycling activities, assisting with annual report writing, inter-departmental training and coordination, city representation at regional meetings, and customer service including dealing with difficult people, and other activities associated with Environmental Management. Incumbents may be asked to provide guidance and training to department staff in the course of their duties.

## **KEY RESPONSIBILITIES:**

### **Environmental Specialist I:**

#### ***Watershed Protection Program***

Plan, organize and participate in the permitting, monitoring, inspection, enforcement, pollution prevention, and data management activities of the Watershed Protection Program and other related environmental programs in accordance with federal, state and local laws and National Pollutant Discharge Elimination System (NPDES) permit(s). Coordinate the investigation of storm water run-off, industrial related storm water quality problems, complaints and violations of storm water regulations and codes.

Prepare outreach materials, conduct outreach efforts and train city staff on storm water and environmental protection. Provide information to property and business owners, tenants, city employees, and the general public through individual contact in the field, over the counter, at workshops or community events, and by telephone or other appropriate means. Coordinate with internal city departments to improve levels of compliance with NPDES permit.

Prepare notices of violation, compliance schedules in cooperation with violators, cases for court action, and appear in court to testify in such action; prepare and maintain records of investigations made and actions taken; maintain inspection files, records, and logs; write reports and chronologies.

Review and determine completeness of Storm Water Pollution Prevention Plans and Best Management Practices to maximize storm water and environmental protection.

Coordinate actions with other city, county and state departments in educating residents and visitors, inspections, and enforcement of code violations when so directed.

Perform sampling and basic field testing of storm water, wastewater and other environmental samples; determine pollutants and further need for lab testing.

Evaluate and interpret technical reports, documents, manifests, applications and permits related to environmental regulations and compliance with local, state and federal regulations.

Perform other related duties as assigned.

#### ***Recycling Program***

Plan, organize and participate in the inspection, enforcement, pollution prevention, and data management activities of the Solid Waste and Recycling Program and other related environmental programs in accordance with federal, state and local laws, including tracking and maintenance of databases.

Prepare outreach materials, conduct outreach efforts and train city staff on sustainable materials management, including recycling and organics (green and food waste). Provide information to property and business owners, tenants, city employees, and the general public through individual contact in the field, over the counter, at workshops or community events, and by telephone or other appropriate means. Coordinate with internal city departments to improve levels of compliance with applicable laws and best practices.

Respond to inquiries related to the recycling program and provide responsive, high quality service to city employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Evaluate and interpret technical reports, documents, manifests, applications and permits related to environmental regulations and compliance with local, state and federal regulations.

Perform other related duties as assigned.

## **Environmental Specialist II:**

### ***Watershed Protection Program***

Assist in the development and implementation of policies, procedures and other program requirements for education, inspections, complaint response, watershed activities, annual report writing, inter-departmental training and coordination, city representation at regional meetings, and customer service including dealing with difficult people.

Schedule work activities and inspections independently to meet program objectives in a timely manner.

Review construction plans to identify storm water discharge sources and best management practices (structural and non-structural) to maximize storm water and water quality protection.

Prepare and write compliance reports and associated correspondence to regulatory agencies.

Research availability of grant monies for projects related to the department's responsibilities, and write applications.

Provide training, direction and guidance for city staff as directed by the Senior Environmental Specialist or the Watershed Protection Manager.

Conduct and represent the city at meetings and make presentations to public interest groups, city personnel and others as directed.

Keep current with federal, state and local regulations and their impacts on the city's storm water and environmental quality and protection.

Perform other related duties as assigned.

### ***Recycling Program***

Assist in the development and implementation of policies, procedures and other program requirements for education, inspections, complaint response, regional activities, annual report writing, inter-departmental training and coordination, city representation at regional meetings, and customer service including dealing with difficult people.

Schedule work activities and inspections independently to meet program objectives in a timely manner.

Assist in implementing recycling plans and recycling aspects of the Solid Waste Ordinance through use of database analysis, environmentally preferred purchasing concepts, public education, producer responsibility marketing, and other technical assistance.

Research availability of grant monies for projects related to the department's responsibilities and write applications.

Provide training, direction and guidance for city staff as directed by the Recycling Manager.

Conduct and represent the city at meetings and make presentations to public interest groups, city personnel and others as directed.

Keep current with federal, state and local regulations and their impacts on the city's solid waste and recycling and environmental quality and protection.

Perform other related duties as assigned.

### **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **Knowledge of:**

##### **Environmental Specialist I:**

- Basic understanding of principles and practices of environmental protection, environmental science, chemistry, biology, and/or impacts of pollution.
- Basic understanding of environmental laws.
- Basic understanding of how to deliver superior customer service.
- Use computer applications to assist in performing duties, e.g., word processing, spreadsheets, database and presentation applications.

##### **Environmental Specialist II:**

- Modern principles and practices of environmental protection, environmental science, chemistry, biology, applicable to storm water, wastewater, hazardous materials or waste, recycling, organics management or industrial wastes.
- Laws and ordinances pertaining to environmental protection, including storm water, recycling and solid waste management.
- Basic principles of inspection, investigation or code enforcement.
- Basic understanding of how to deliver superior customer service.
- Use computer applications to assist in performing duties, e.g., word processing, spreadsheets, database and presentation applications.

**Ability to:**

**Environmental Specialist I:**

- Learn applicable laws, ordinances, regulations, and policies; learn to apply procedures, techniques, and interpret and make decisions related to job duties.
- Deal with the public tactfully and effectively.
- Establish and maintain cooperative relations with those contacted in the course of work.
- Communicate clearly, concisely and effectively, both orally and in writing.
- Understand and carry out oral and written instructions.
- Use computer applications to assist in performing duties, e.g., word processing, spreadsheets, database and presentation applications.

**Environmental Specialist II:**

- Apply procedures and techniques involved in the investigation, documentation, and enforcement of codes and regulations.
- Properly interpret, and make decisions pertaining to laws, ordinances, regulations, and policies using Best Professional Judgement.
- Apply procedures and practices for issuing notices of violation and schedules for compliance.
- Analyze and evaluate technical and scientific data, and reach sound conclusions.
- Analyze and evaluate situations and take appropriate action.
- Photograph violations being investigated.
- Respond to emergency situations related to watershed protection or recycling program issues
- Deal with difficult people and confrontational situations in a professional and effective manner.

**EXPERIENCE AND EDUCATION:**

**Environmental Specialist I:**

Any combination of experience and education equivalent to a four-year degree in environmental science, chemistry, biology, microbiology, ecology, solid waste management, or sanitary engineering, or related experience which provides the knowledge, skills and abilities described above.

**Environmental Specialist II:**

An additional two years of experience at the Environmental Specialist I or comparable level which provides the knowledge, skills, and abilities described above.

**SPECIAL REQUIREMENTS:**

Possession of a California Class C Driver's License and evidence of a satisfactory driving record. May be required to work after hours and weekends.

## **PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, the public and others encountered in the course of work.

Incumbents will work in a variety of environmental settings, such as in the office, in and around solid waste, storm water, wastewater, industrial wastes, and hazardous substances and in the immediate vicinity of laboratory chemicals and reactive agents used to analyze environmental samples. The specialists may on occasion have to lift up to 50 lbs. assisted or unassisted when picking up sampling equipment. Incumbents must be able to work in the field and walk over rough, unstable terrain and steep slopes while carrying equipment. Incumbents must also travel to a number of site locations within and outside of the city to meet with clients, staff and other agencies and inspect facilities.

Duties may be adjusted due to changes in regulations or requirements as issued by the California Department of Resources Recycling and Recovery, State of California Water Resources Control Board and/or the Regional Water Quality Control Board.

DATE APPROVED: Sept. 3, 2019