

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: SENIOR ENVIRONMENTAL SPECIALIST

DEPARTMENT: PUBLIC WORKS

BASIC FUNCTION:

Under general supervision, supervise and coordinate the Storm Water Protection Program and related activities associated with non-point source discharges into water, pollution prevention, best management practices, education and outreach, field investigation and inspection on industrial, commercial, and residential dischargers, water quality monitoring and data analysis, complaint response, watershed activities, preparation of annual reports, acting as a city representative at regional meetings, and delivering superior customer service; and to perform other related duties as assigned. Field work and office work are both required in this position, with occasional weekend and evening work.

DISTINGUISHING CHARACTERISTICS:

The Senior Environmental Specialist is distinguished from the Environmental Specialist I/II in that the Senior Environmental Specialist is the advanced technical level handling the most complex issues, and acts at the supervisory level of the department. The Supervisor has the responsibility to coordinate and lead staff involved in the overall operation and compliance of the Storm Water Protection Program. The Supervisor has responsibility for overseeing daily activities of all department staff as well as any interns associated with the department.

KEY RESPONSIBILITIES:

Provide technical guidance and supervision of Environmental Specialists I and II in the permitting, monitoring, inspection, enforcement, pollution prevention, and data management activities in support of the Storm Water Protection Program and other related environmental programs in accordance with federal, state and local laws and National Pollutant Discharge Elimination System (NPDES) permits.

Supervise, train, evaluate and select staff. Create goals and development plans for direct reports.

Provide technical and specialized support to various city departments regarding environmental compliance issues. Prepare and present formal and informal presentations to internal staff, external non-governmental organizations, City Council, city commissions and boards, and other interested parties as necessary.

Represent city and affected departments to pertinent regulatory agencies, commissions, interested parties; collects, monitors, and analyzes data; documents findings; and prepares technical reports and recommendations.

Perform legislative review and advocacy activities on various environmental and compliance issues as assigned. Determine potential impact on city operations and programs and present recommendations to management.

Participate in the Public Works Safety Committee, or oversee the delegation, including attending meetings, researching applicable regulations, ensuring Storm Water staff are current with all required training, developing training handouts, maintaining records, and participating in auditing city departments as needed.

Develop, implement and administer assigned program budgets; project and forecast needed funds, staffing, consulting services, equipment, materials, and supplies. Monitor approved budget and actual expenditures and recommend adjustments as necessary.

Oversee Storm Water Protection Program compliance with internal operating procedures, and state and federal regulations related to storm water discharges, including the city's current Municipal Storm Water Permit and other NPDES permits and Investigative Orders, as applicable. Write and/or edit internal department procedures as necessary to improve practices and ensure compliance and delivery of a high level of customer service.

Provide instruction and training to subordinate staff in the techniques of sampling and inspecting, and applicable laws, codes, ordinances and procedures governing implementation and enforcement of environmental regulations.

Coordinate the investigation of storm water run-off quality, industrial related storm water quality problems, complaints and violations of storm water regulations and codes.

Monitor the effectiveness of inspection, sampling and testing practices, frequencies and priorities to meet the requirements of the Municipal Storm Water NPDES Permit, or other requirements, as needed.

Manage, perform and/or oversee performance of necessary water quality monitoring programs including but not limited to those required under the city's current NPDES permit. These include the Coastal Monitoring Program, Dry Weather Program, Regional Monitoring program, performance monitoring and special projects conducted jointly with other agencies or non-governmental organizations. Related activities include organization of programs, ensuring quality control procedures are followed, and record-keeping and investigating as necessary. Performance of statistical analysis of sample data sets, interpreting results and writing conclusions and recommendations, writing and editing annual reports, and responding to requests from the public about water quality on the phone, in person, in writing, and through formal presentations are also required. Preparation of Quality Assurance Performance Plans may be required on a regular basis for joint projects with other entities.

Approve outreach materials, conduct outreach efforts on weekend and evenings, 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.

Resolve storm water discharge related problems between city and customers or their representatives. Participate in multi-departmental meetings for regular workload management, or for resolution of difficult, complex issues and/or complaints.

Coordinating Public Records Requests and handling high-level complaints that may involve working with Risk Management, the City Attorney's Office, or other departments to resolve.

Assist with development of programs necessary for MS4 permit compliance in other departments within the city.

Respond to emergency situations involving actual or suspected illegal discharges or spills to the storm drain system or environment.

Write or overseeing the writing of, internal and external communication about environmental issues, including articles for various internal and external publications. Assist with the writing and editing of annual reports required under the city's MS4 permit. Research and prepare draft responses to enforcement actions against the city including Notices of Violations, citations, and Administrative Civil Liabilities. Research and prepare draft responses to proposed new regulatory requirements such as new permits, Investigative Orders, 303(d) listings, and Total Maximum Daily Loads among others. Research and prepare any necessary draft documents to protect the city's interests related to other agencies' enforcement authority within the city's jurisdiction.

Manage, or oversee the management of, an intern program including marketing to local universities and colleges, recruitment, responding to inquiries, screening, interviewing, hiring, scheduling, training, supervising, and coordinating exit strategies including final evaluations and associated paperwork.

Resolve complex issues related to plans for construction, identify storm water discharge sources and best management practices (structural and non-structural) to maximize storm water and water quality protection.

Prepare cases for court action, and appear in court to testify in such action; oversee records of investigations made and actions taken; supervise the maintenance of inspection files, records, and logs; write reports and chronologies.

Supervise the approval of Storm Water Pollution Prevention Plans, Best Management Practices, and Storm Water Monitoring Reports or data to maximize storm water and environmental protection.

Prepare and submit bi-weekly departmental activities reports including: water quality monitoring, inspection totals, RFAs, enforcement actions, water conservation complaints, outreach and education activities, trainings, meetings, upcoming meetings and events, staffing issues, and other activities.

Prepare and write special compliance reports and associated correspondence to regulatory agencies and city management.

Perform all duties contained in the Environmental Specialist I/II description, including answering the departments' hotlines when necessary.

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:

- Principles of organization, administration, budget and personnel management.
- Modern principles and practices of chemistry, biology, microbiology, or environmental protection applicable to storm water, wastewater, hazardous materials or waste, or industrial wastes.
- State and Federal laws and local ordinances pertaining to storm water and environmental protection.
- Principles and practices of municipal storm water and sewer systems, environmental protection, health and safety, industrial and hazardous materials and wastes, or water quality.
- Principles of inspection, investigation or code enforcement.
- Methods of detection of pollutants in storm water runoff, or other wastes and their effect on storm water and environmental protection.
- Proper use of monitoring, sampling, and basic testing equipment.

Ability to:

- Plan and supervise the work of professional and technical staff in the Storm Water Protection Program and related assignments.
- Establish procedures and techniques involved in the investigation, documentation, and enforcement of codes and regulations.
- Properly interpret, and make decisions pertaining to laws, ordinances, regulations, legislation and policies.
- Develop procedures and practices for compliance and enforcement actions.
- Effectively supervise, train and evaluate assigned staff.
- Analyze and evaluate technical and scientific data, and reach sound conclusions.
- Make proper decision and interpretations from complex data and reports.
- Write and prepare complex letters or reports to communicate program status or other findings to management or regulatory agencies.
- Deal with the public tactfully and effectively.
- Establish and maintain cooperative relations with those contacted in the course of conducting investigations.
- Use computer applications to assist in performing duties, e.g., word processing, spreadsheets, databases and presentation applications.
- Communicate clearly, concisely and effectively, both orally and in writing.
- Understand and carry out oral and written instructions.

EXPERIENCE AND EDUCATION:

Education equivalent to a four-year degree in chemistry, biology, microbiology, environmental science, ecology, or sanitary engineering, or related experience that provides the knowledge, skills and abilities described above; and

Three years of progressively responsible experience, including one year in a lead or supervisory level of an Environmental Specialist II level or comparable experience 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.

Within the first year of employment, must complete coursework related to the authority to write citations equivalent to the CA Peace Officer Standard Training (POST) Penal Code 832 course.

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 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 State of California Water Resources Control Board and/or the Regional Water Quality Control Board.

DATE APPROVED: Sept. 11, 2001