JOB DESCRIPTION

TITLE: Senior Environmental Specialist

DEPARTMENT: Engineering

SECTION: Environmental Services

SRN 47:

REPORTING RELATIONSHIP:

Reports to: Environmental Services Manager

Supervises the following positions: Not Applicable

DEFINITION: This is a journey-level professional environmental specialist responsible for planning and directing complex environmental studies. This position will be responsible for monitoring federal, state and local environmental regulations and legislation. The associate environmental specialist will also prepare technical environmental reports and documents affecting the domestic water, sanitation, irrigation, drainage and stormwater functions of the district.

ESSENTIAL FUNCTIONS:

1. Participates effectively with technical work groups and other meetings with consultants, resource agency groups and environmental groups.

2. Conducts environmental studies, prepares contract agreements for consultants conducting environmental studies and prepares technical environmental reports and documents.

3. Analyzes district programs for compliance with applicable federal, state and local environmental laws and regulations and makes appropriate recommendations to management and staff.

4. Coordinates with and obtains information from regulatory agencies and other federal, state and local agencies as required for environmental clearance for district functions.

5. Analyze Environmental Impact Reports, environmental documents and legislation that impacts the district.

6. Prepares technical support data for board reports, letters, reports, documents and general correspondence to ensure compliance with applicable federal, state, and local laws and regulations as well as district policies.

7. Coordinates with engineering staff and other district departments providing support as necessary to obtain environmental clearance for district projects and maintenance activities.

8. Allied functions related to environmental sciences.
JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Education: Bachelor of Science in Environmental Science, Geography, Environmental Engineering, Urban Planning or related field from an accredited college or university.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way would be to have 4 years of environmental compliance experience.

Knowledge of:
- National Environmental Policy Act
- California Environmental Quality Act
- Clean Water Act
- State and Federal Endangered Species Act
- California Fish and Game Code
- Project management skills
- Extensive knowledge of southern California biological communities

Abilities:
- Understand and critically review environmental laws and policies
- Prepare concise and clear reports
- Effective verbal and written communication skills
- Working knowledge of common computer applications

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites including over rough terrain.

2. May work in extreme weather conditions including heat and rain.

3. Uses telephone and two-way radio to communicate.

4. Uses personal computer, keyboard, mouse and monitor for long periods.

See Human Resources for physical assessment form.