

JOB DESCRIPTION

City of Patterson



Human Resources

ENVIRONMENTAL COMPLIANCE SPECIALIST

(Part-time)

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Performs a variety of professional, administrative, and technical work relating to regulatory programs and environmental monitoring within the Public Works Regulatory Compliance Division; and other projects as they relate to achieving and sustaining compliance with laws, regulations, and permits.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory and management staff.

This position does not routinely exercise supervision. This position may provide cross training to others in the same classification.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to:

Learn to research, analyze, evaluate and assist with all local, State, and Federal laws, regulations and ordinances governing environmental programs within the Public Works Regulatory Compliance Division including industrial waste pretreatment, Fats Oils and Grease (FOG), storm water pollution, water conservation, floodplain management, and solid waste and commercial recycling programs.

Maintain records, email and telephone correspondence regarding inquiries, complaints, violations received, and other communications pertaining to regulatory programs and/or environmental compliance.

Participate in the development and implementation of new or revised environmental programs, systems and procedures; goals and strategies; updates and revisions to procedures, programs and local ordinances.

Perform inspections on commercial, industrial, institutional and residential properties for environmental compliance of local, state, and federal regulations.

Coordinate program activities with other city departments or divisions within the city organization or outside agencies.

Investigate field programs affecting areas of responsibility; resolve problems or seek direction.

Develop and implement public and business education campaigns including and not limited to public outreach materials, presentations, and workshops; educate the public on technological processes and regulatory changes. Promote public participation in environmental program(s) activities.

Participate in the organization, staffing and operational activities for assigned environmental compliance programs including enforcement, surveying, monitoring, sampling, patrolling, and inspecting.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices applied to environmental and field activities; principles, methods, materials, equipment and practices related to regulatory programs within the Public Works Regulatory Compliance Division; modern office equipment, methods, procedures and computer hardware and software; principles and practices of customer service.

Ability to: Participate in the organization, staffing and operational activities for assigned environmental compliance programs; read, interpret, and analyze plans and conditions; keep records and make reports; use a personal computer to enter and retrieve data and operate a variety of software applications; make sound decisions; observe, analyze, evaluate and solve code enforcement problems/issues and take appropriate course of action; prepare clear and concise reports; maintain comprehensive records; understand and follow oral and written instructions; remember various inspection rules and codes.

Be an integral team player, which involves flexibility, cooperation and communication; work with various cultural and ethnic groups in a tactful and effective manner communicate clearly, concisely and effectively, both orally and in writing; establish and maintain effective working relationships with co-workers and the general public.

Read, speak, write, and comprehend English at a level necessary to carry out the essential functions of the position.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass pre-employment examinations that may include various positions related background, fingerprint, reference, medical, physical agility, second language ability, and certificate or license verifications.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

MINIMUM QUALIFICATIONS

Education: Must have a high school diploma or GED equivalent.

Experience: Any combination of experience and training that would likely provide the required knowledge, skills, and abilities. One year of responsible experience in public works related projects, environmental compliance, customer relations, communications, or managing projects is preferred.

License: Possession of or the ability to obtain a valid California driver's license.

Required Certification: None

Classification: Entry-level, Non-Exempt, Non-Confidential

PHYSICAL REQUIREMENTS

Environmental Conditions: Work is performed in an office and outdoor environments with travel to various locations within the city of Patterson. Employee often works in and around construction sites; exposure to inclement weather conditions, noise and dust and when not outdoors, the work is performed in

a standard office environment.

Physical Conditions: Position requires sitting at a desk while studying or preparing reports; twisting to reach equipment or materials; standing, walking, balancing, stooping, kneeling, climbing, crawling, and bending while performing inspection duties; performing simple grasping and fine manipulation; using telephone and keyboarding to communicate through written means; lifting or carrying job related equipment weighing 50 pounds or less.

NECESSARY SPECIAL REQUIREMENTS

NONE

FLSA Exemption Status: Non-exempt

Approved: 8/16/2016