JOB DESCRIPTION

City of Patterson Human Resources	(FULL-TIME) ENVIRONMENTAL COMPLIANCE SPECIALIST

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.*

Under general supervision, assists and coordinate assigned environmental compliance programs including industrial waste pretreatment, Fats Oils and Grease (FOG), storm water, water conservation and/or recycling programs within the department; coordinates assigned activities with other divisions, outside agencies and the general public; and provides staff assistance.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

DISTINGUISHING CHARACTERISTICS

Employees within this class are expected to learn to perform the full range of duties as assigned after appropriate training & instruction. Employees at this level receives instruction or assistance as needed and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory and management staff.

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

ESSENTIAL DUTIES

Essential and other important responsibilities may include, but are not limited to, the following:

Assists with the organization, staffing and operational activities for assigned environmental compliance programs including industrial waste pretreatment, storm water, water conservation, FOG and/or recycling programs within the Public Works Department.

Assist the department with the development and implementation of new or revised environmental programs, procedures, regulations, and guidelines related to environmental enforcement, compliance, inspections, budgeting, and reporting.

Assist with the work plan for assigned environmental compliance program services and activities; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.

Gathers, organizes, and prepares data and summaries to be used in analyzing and evaluating all local, State, and Federal laws, regulations and ordinances governing assigned programs.

Coordinate assigned activities with Public Works staff or those of other divisions and government agencies and external organizations related to environmental compliance and regulations, as necessary.

Assist in conducting research & analysis on Federal, State, Local laws and assist with the development and implementation of regulatory compliance programs (FOG, SWPPP, Water Conservation, Recycling, Cross-Connections and Backflow Prevention, Pre-Treatment, etc.), including Enforcement, Inspections, and Surveying.

Inspect City facilities and develop monitoring schedules to ensure compliance with local, State and Federal pretreatment standards and discharge requirements for various regulatory programs.

Assist in the development and implementation of public education & outreach programs.

Consult with and advise other City departments on environmental legislation, regulations and planning issues; consult with businesses to develop solutions to achieve compliance.

Attend and participate in professional group meetings, committees, and regulatory compliance meetings and trainings associated with Environmental Compliance; stay abreast of new trends and innovations in the field of environmental compliance programs.

Perform related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Basic theories associated with environmental regulation, compliance, and research. Principles of environmental compliance assurance. Principles and practices as it applies to environmental and field activities such as work safety and traffic control especially as applied to Public Works field inspection. Pertinent local, State and Federal laws, ordinances, and rules including FOG Control Program, Sewer Pre-Treatment, and Storm Water Pollution Prevention Plan. Modern office procedures, methods, and computer equipment. Principles and practices of customer service.

Ability to:

Participate in the organization, staffing and operational activities for assigned environmental compliance programs. Read, interpret, analyze, and apply environmental guidelines, documents, and reports. Organize, research, and evaluate data and ideas to make effective and sound decisions and develop appropriate solutions. Prioritize work, coordinate activities, and meet deadlines. Prepare and maintain comprehensive records and reports. Understand and follow oral and written instructions. Operate a personal computer and a variety of software applications. 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 public.

EXPERIENCE AND CERTIFICATION(S)

Any combination of experience and training what would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One (1) year of responsible experience in public works related projects, environmental compliance, customer relations, communications, or managing projects.

Education: Must have a High School Diploma or GED equivalent. College coursework desirable.

License or Certificate: Possession of a valid Class C California Driver's License or the ability to obtain.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.
Must successfully pass a pre-employment medical examination, including a drug screen.
Fingerprint, background check, and reference check.
Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

MENTAL AND PHYSICAL REQUIREMENTS

Mental Requirements: The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to know and understand all aspects of the job; prepare reports; know, understand, interpret, and explain department and program policies, procedures, rules, codes, laws and operational procedures; observe, analyze, evaluate and solve code enforcement problems/issues, taking appropriate course of action; remember various inspection rules and codes.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit at a desk while studying or preparing reports; twist to reach equipment or materials; stand, walk, balance, stoop, kneel, climb, crawl, and bend while performing inspection duties; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means and lift or carry weight of 50 pounds or less.

Environmental Conditions: The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. While performing the duties of this job, the employee regularly works 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.

FLSA Status: Non-Exempt
Established: March 8, 2021
Approved by Council : March 16, 2021