

ENVIRONMENTAL SPECIALIST

Definition:

Under general supervision, analyzes and reports on the environmental impact of projects in conformance with Federal, State and local laws and regulations and performs related work as required.

Distinguishing Characteristics:

This class is distinguished by the requirement for knowledge of Federal, State and local laws concerning environmental review and the ability to conduct the necessary reviews and reporting. The duties involve working both in the office and in the field and preparing comprehensive reports and recommendations. Duties include outside work, traversing uneven, wet or slippery surfaces or inclines on occasion, sitting for long periods, use of a personal computer and typical office software. Routinely bends, stoops, kneels, reaches and climbs, lifts, and carries up to 35 lbs.

Examples of Duties:

- receives and analyzes projects to determine environmental impact requirements, assist in defining Agency projects;
- prepare preliminary environmental review of projects;
- prepare initial studies of environmental impacts;
- prepare statutory and categorical exemptions;
- coordinate the preparation of negative declarations and mitigated negative declarations, ensure the timely preparation of environmental impact reports and environmental impact statements when required;
- prepare supplemental EIRs and addendums to EIRs;
- coordinate and track the environmental process (including public involvement and comments) for Agency projects;
- review and coordinate comments on environmental documents from other agencies or parties;
- attend various meetings (Planning Commissions, etc.) to ensure the Agency's environmental concerns are being addressed;
- monitor new and existing laws and legislation; ensure correct environmental permitting for Agency projects;
- monitor mitigation measure implementation on projects;
- conduct field inspections; obtain photographs, video or other graphic material for permits and reports;
- conduct research on environmental impacts of projects;
- prepares and processes legal notices in accordance with Federal, State and local requirements;
- may assist in managing consultant contracts and activities;

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- prepares appropriate reports, resolutions, and permits and supporting documentation;
- makes presentations to the Board of Directors, other agencies or public meetings.

Qualifications:

Knowledge of:

- federal, State and local laws, regulations and court decisions on environmental considerations in the design, location and construction of Agency projects;
- public interest groups dealing with environmental issues;
- physical, biological, social and human interactions and relationships;
- contract management;
- construction terminology;
- personal computers and typical office software;
- measuring instruments used in environmental analysis.

Ability to:

- analyze and prepare comprehensive reports on environmental issues involved in a variety of Agency projects;
- write effectively; prepare and present reports on the effect of projects on the environment to a variety of audiences;
- establish and maintain cooperative working relations with others;
- use a personal computer on a variety of applications (word processing, spreadsheets, presentation software, database software).

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge skills and abilities listed above. These would normally be acquired by completion of a bachelor's degree in environmental science, planning, or a closely related field and one year experience in the preparation of environmental impact reports in California or an equivalent combination of education, training and experience.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.