

ENVIRONMENTAL SPECIALIST

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Environmental Management

REPORTS TO: Environmental Program Manager

CLASS SUMMARY

Oversees environmental projects and serves as lead to staff for the County's Environmental Management.

DISTINGUISHING CHARACTERISTICS

The Environmental Specialist is the third level of a three-level environmental program series. It is distinguished from the Environmental Technician by its responsibility of overseeing landfill projects and preparing regulatory compliance reports.

TYPICAL CLASS ESSENTIAL DUTIES

- Serves as a lead to staff to include assigning and monitoring work and providing direction.
- Oversees the maintenance of new and expansion landfill, construction, and environmental projects to include planning, purchasing, contracting, and inspection needs.
- Coordinates compliance of support staff and contractors with safety policies.
- Prepares compliance sampling reports for the County water system. Prepares a variety of reports on a monthly/quarterly basis for submittal to regulatory agencies.
- Coordinates the purchase, maintenance, and repair of equipment and materials.
- Oversees waste screenings at County landfill sites to ensure compliance with state mandates regarding hazardous waste determination and prohibition.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- State and federal environmental regulations;
- Sampling protocol;
- Chemical and hazardous materials handling;
- Safety guidelines;
- Inspection guidelines.

Skill in:

- Using computers and applicable software;
- Writing reports;
- Estimating costs;
- Monitoring contractor personnel;
- Resolving disputes;
- Giving presentations;
- Prioritizing information and work;
- Establishing effective work relationships;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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TRAINING AND EXPERIENCE

Bachelor's Degree in Environmental Science or related field and two years of plant operations and related environmental sampling experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- Grade III Wastewater Treatment Operator License;
- C-Well License;
- Valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires fingering, grasping, talking, hearing, seeing, and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

May be subjected to chemicals and travel.

GENERAL INFORMATION

FLSA Status: Non-exempt

Class Spec Established/Revised: E11/99; R01/03