



ENVIRONMENTAL SPECIALIST

Classification Title: 409

FLSA: Non-Exempt

EEOC: 05

GENERAL STATEMENT OF DUTIES:

Coordinates environmental programs and efforts in Marion County's project development process and operations/maintenance activities. Supports the County's objectives and mission, employees in this class coordinate the planning and manage the development of a group of projects requiring discretion; or, are staff experts responsible for one or more specialized environmental programs.

SUPERVISION RECEIVED:

Works independently under the general supervision of a supervisor or manager using department and program-related statutes, regulations and other guidelines and interpretations. Employees in this class consult with a supervisor as necessary to obtain clarification of expected results, to report progress toward completion of assignments, and to confirm interpretation of regulations and policies, or occasionally seek guidance in complicated or less defined areas.

SUPERVISION EXERCISED:

Supervision of others is not a responsibility of this position, however, may be assigned lead responsibility over temporary and/or summer employees.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following)

1. Ensures projects comply with environmental regulations and standards; negotiates mitigation measures and project changes with Federal, State, or Local officials; identifies potential procedural and environmental difficulties and constraints and determines means of lessening or avoiding them.
2. Develops or reviews and evaluates reports, proposals, plans and documents related to environmental or natural resource science areas of water resources planning, hazardous materials or industrial waste management, environmental impact analysis, biological sciences, earth sciences, computer simulation and modeling or regulatory process.
3. Conducts studies on environmental or natural resource issues and their effects on the environment. Gathers, evaluates and interprets environmental or natural resource data for complex sources of pollution to determine regulatory compliance, ambient or pre-project conditions, trending, and cause and effect relationships between pollutant sources or projects and their impacts.
4. Writes environmental impact statements, environmental assessments, research reports, legal findings, and related documents that for the basis for compliance with environmental laws and regulations; records results of project development; documents the findings of research and analyses; describes mitigation actions.

5. Consults with Federal, State, and local agencies, private consultants, and the public on the environmental process, environmental regulations and guidelines; provides technical expertise in solving difficult and sometimes conflicting environmental problems; reviews program effectiveness and makes recommendations for modifications.
6. Obtain and evaluate data from publications, documents, files, field research, technical drawings, interviews and engineering and environmental studies and conducts primary research when data is not available; Compiles such data into a database for future use and reference.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILLS AND ABILITY:

Working knowledge of: One or more environmental disciplines (such as water resources, geology, biology, land use, cultural resources, hazardous materials, air quality, energy, ecology, botany, entomology); Environmental theories, principals and practices; Methods and techniques of project management and program administration.

Skill in: Exercising professional judgement and independent decision making; Identifying the scope of an assigned project and determining logical action to meet requirements and deadlines; Organizing and conducting many activities simultaneously; Negotiating solutions to complex environmental problems; Interpreting environmental rules, regulations, policies and practices and applying them to specific project situations; Conducting data analysis; Interpreting and analyzing general and technical information to determine the significance of resources and environmental impacts in relation to legal requirements.

EXPERIENCE AND TRAINING:

1. Bachelor's degree with 30 quarter or 20 semester hours in an environmental science, a physical science, a natural science, engineering, or a closely-related field; AND
2. Two years of environmental analysis or resource project management experience; OR
3. Any equivalent combination of experience, education and/or training relevant to the position.

NECESSARY SPECIAL REQUIREMENTS:

1. Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.
2. Must be able to pass a drug-screening test.

ADOPTED: 2/01

REVISED: 5/07