

**CLASS SPECIFICATION**

1/13/2022

ENVIRONMENTAL SPECIALIST, 7310

Summary of Duties: An Environmental Specialist plans, performs, reviews, and examines environmental studies, reports, and proposals to assess their environmental and policy impacts on the City; conducts studies which may require collection and evaluation of field and laboratory data to assess the environmental and water quality impacts from the storage, handling, or release of solid waste and hazardous materials; conducts noise measurements to assess impacts and enforces noise abatement policies; conducts environmental compliance inspections and enforcement procedures as necessary; coordinates and implements environmental compliance, remediation and enhancement; makes recommendations in accordance with established environmental policy, water regulations, and relevant technical information; oversees environmental consultant activities and services; reviews, examines and/or prepares California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and Safe Drinking Water Act (SDWA) documents, various environmental permits, and grant applications; conducts outreach and education on environmental issues; works with other public agencies and the community, supports others in major projects or studies, and may act as a technical team leader.

Class Characteristics: An Environmental Specialist applies professional knowledge of environmental standards and principles to projects and other proposals being considered by the City. Initially incumbents may receive close supervision and training in a wide variety of environmental matters. Although given some opportunity to exercise one's own judgment, an Environmental Specialist normally performs routine professional work or supports others in major projects or studies.

After the initial training period an employee of this class is expected to work under minimal general supervision. The work product is usually reviewed for accuracy, thoroughness, consideration of all relevant factors, compliance with department and environmental policies and the ultimate effect on the environment. An Environmental Specialist may function as an expert in specific environmental areas, or may collaborate as a lead over others in this class. Incumbents of this class may be required to work nights and weekends to obtain data or make presentations.

Example of Duties:

- Conducts field investigations to obtain data on environmental matters by operating a variety of field sampling equipment and interviewing stakeholders;
- Researches court decisions, legislation, newspapers and professional journals to obtain information for specific projects;
- Catalogs research materials for the development and maintenance of a professional library;

- Contacts various agencies to ascertain their methods, policies, and laws on environmental issues;
- Prepares correspondence to answer inquiries from various agencies;
- Prepares reports and makes recommendations on a variety of environmental matters;
- Attends outside agencies' meetings to enhance awareness of rulings which may affect the City;
- Supports other Environmental Specialists in major studies and reports;
- May review Environmental Impact Reports, Negative Declarations and other reports to evaluate the impact of potential projects on the environment;
- Evaluates the potential environmental impact from the storage and handling of hazardous materials;
- Interprets field data and estimates effects on the environment if various conditions are changed;
- Reviews environmental impact reports to ensure that sufficient information has been submitted and recommends improvements in reporting methods;
- Under supervision makes environmental assessments to assess environmental factors that will be affected by proposed construction and other projects;
- May conduct investigations on complaints regarding noise or air quality;
- Conducts architectural, biological, botanical and zoological surveys;
- Prepares categorical exemptions and negative declaration reports if initial studies indicate no significant environmental effects by the proposed projects;
- Drafts environmental impact reports when initial studies indicate significant environmental effect;
- Makes recommendations regarding departmental goals, policies, procedures and programs for the control of pollutants;
- May perform environmental assessment work of a more difficult nature, such as projects involving several factors requiring judgment or involving controversy or public sensitivity;
- Reviews and reports on existing and proposed environmental laws, regulations and guidelines;
- May scuba dive along coastal waterways to collect samples for study;
- Gathers and assembles data from experiments involving the Harbor Department, lessees, other City departments, and various governmental agencies;
- May make presentations to council, community groups and others;
- May testify in court or appear as an expert witness;
- May support management by acting as lead over other Environmental Specialists; making work assignments, establishing schedules and training new personnel;
- Maintains files, records, documentation, and schedules related to environmental compliance activities, requirements and a variety of environmental projects, including environmental investigations and current legislation affecting City environmental agencies;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

REQUIREMENTS:

1. Graduation from an accredited four-year college or university with a degree in environmental, ecological, biological, chemical, atmospheric, environmental health, or earth science, geography, ecological geography, geology, oceanography, environmental policy, sustainability, environmental planning, environmental engineering, urban planning and design, landscape architecture or a related field, with at least 15 semester units or 20 quarter units in environmental studies, such as environmental health, industrial hygiene, ecology, limnology, field biology, botany, geography, geology, toxicology, water quality, air quality, groundwater and surface water systems, regulatory oversight, environmental auditing, environmental policy, environmental planning, environmental law and environmental impact analysis; or
2. Graduation from an accredited four-year college or university AND one year of full-time paid professional experience performing work specializing in one or more of the following activities: environmental review and analysis; air quality, water quality, noise abatement, solid waste and recycling, toxic or hazardous material management; development of site characterization and site remediation plans; environmental legislative and regulatory review and development; conducting environmental regulatory inspections and/or environmental audits; environmental project management for the protection and enhancement of environmental resources; or environmental policy or planning.

License: A valid California driver's license may be required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.