

# **ENVIRONMENTAL OPERATIONS SPECIALIST ENVIRONMENTAL OPERATIONS SPECIALIST, SENIOR**

## **JOB PURPOSE AND SUMMARY**

Positions in this class are responsible for performing a variety of field and office assignments that require the application of standard principles in the development and operation of solid waste management systems, water quality and stormwater management compliance, and pollution source control. Duties include responsibility for capital projects, including overseeing design work, project estimating, and project management; activities to comply with federal, state and local environmental regulations to implement solid waste and stormwater plans; leading inspections of public and private stormwater and solid waste facilities; and for providing technical assistance and contract compliance.

## **CLASSIFICATION DISTINCTIONS**

The Environmental Operations Specialist classification is the fully experienced level within the job family. The Environmental Operations Specialist, Senior, classification is distinguished from the Environmental Operations Specialist classification by having lead responsibility for performing more technical and complex work in design, inspection, contract and project management, and budget administration, requiring a higher level of knowledge, experience, and skill. Work assignments are provided with limited technical instruction and require considerable independence in the selection of courses of action and resolution of complex or unique problems within the framework of departmental policy and procedures, applicable regulations, and accepted best practices.

**KEY OR TYPICAL TASKS AND RESPONSIBILITIES** Duties vary by position and may include but are not limited to the following:

- Plan and prepare requests for proposals, budgets, selecting contractors, negotiating contracts; general contract management.
- Coordinate the work of consultants and/or engineering, operations and maintenance staff as it relates to assigned projects.
- Respond to, investigate, and resolve citizen complaints as they pertain to illegal discharges and water quality complaints; respond to spills and take appropriate cleanup action.
- Conduct or direct on-site inspections of sophisticated or complex stormwater management facilities; determine or verify the proper function, operation, and maintenance.
- Provide direction, assistance, and training to county staff on NPDES permit requirements, stormwater facility maintenance, source control BMPs, spill control, and cleanup.

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- Provide technical assistance to private stormwater facility owners to achieve maintenance compliance; determine the course of action for deficient private facilities; follow up on plan implementation.
- Conduct field investigations, research property information, review applicable codes, collect water quality and/or soil samples, perform dye tests and gather evidence as necessary to confirm or identify violations.
- Serve as staff representative on various technical advisory committees, commissions, and interest groups, with local and state partners.
- Track performance measures to evaluate effectiveness of operational activities and monitor program progress; publish necessary reports and documents.
- Research grant funding opportunities, prepare grant proposals, and administer grants.
- Review and approve reimbursements and invoices; participate in the preparation of the program budget and monitor budget to ensure expenditures are within appropriations.
- Interpret applicable laws, codes and policies to assure county compliance. Plan and manage the solid waste and recycling infrastructure including: customer service, collection services, regional system operations, and revenue tracking.
- Coordinate operations including disaster debris and emergency planning.
- Coordinate and monitor sampling, monitoring programs, and budget compliance at closed landfills. Conduct periodic inspections of closed landfills and solid waste facilities and report on status and maintenance requirements. Work closely with local, state and regulatory agencies to assure compliance with closed landfill requirements.
- Perform other related duties as assigned.

## **QUALIFICATIONS**

- Four (4) year degree with major coursework in public administration, finance, engineering, environmental science, or related field.
- Two (two) years of experience working with the public in areas related to solid waste management, recycling, moderate risk waste, or environmental education.
- Senior-level: Master's Degree and minimum two (2) years' experience in a position comparable to an Environmental Operations Specialist.
- On a year-for-year basis, any combination of relevant education and experience may be substituted for educational requirements.

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**Knowledge of:** Federal, State, and local regulations pertaining to solid waste, water quality, and stormwater; landfill management and disposal; operation and siting of transfer and hazardous waste facilities; recycling processing equipment, risk management, contracts and legal documents, project management related to capital improvements; principles, practices, and techniques of stormwater management; planning and permitting processes; capital finance and rate setting; planning and budgeting; work standards and codes applicable to the job.

**Ability to:** prepare detailed documentation and communications in the form of technical papers, written reports, and a variety of memos and letters; establish effective working relationships and communication with contractors, consultants, legal counsel, staff, media, public officials, regulatory agencies, property owners, business groups, and the public; effectively plan and organize work and complete tasks within prescribed timeframes; comprehend, interpret, and implement applicable regulations governing environmental impacts, stormwater management, and the protection of water quality; analyze and evaluate complex problems and devise solutions; independently exercise sound judgment when working with diverse stakeholders; adapt quickly to unanticipated changes in priorities and timelines; maintain professional composure when dealing with difficult individuals or contentious issues; read, understand, and interpret a variety of technical design plans, maps, and charts; research and prepare grant proposals, and administer grant funds; maintain a valid driver's license.

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Incumbents typically work in both office and field settings associated with community events, complaint investigations, and technical assistance visits/meetings. Work involves management of multiple priorities and direct face-to-face interactions with the public.

Essential tasks include use of the telephone, personal computers, office equipment and driving a county or personal vehicle to travel to various work sites. Work entails seeing, reading, speaking in person and over the phone, handwriting, typing/keyboard and manual dexterity. Work may require walking, bending, lifting, carrying, kneeling, pushing and pulling up to 25lbs. Field work is performed outdoors on active commercial or landfill sites, and within stormwater facilities with rough or unstable terrain.

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