

ENVIRONMENTAL COMPLIANCE SPECIALIST I
ENVIRONMENTAL COMPLIANCE SPECIALIST II

DEFINITION

To investigate and enforce state, and local regulations pertaining to mandated National Pollutant Discharge Elimination Systems (NPDES) environmental compliance programs; to provide compliance assistance at commercial, industrial and residential properties; to collect samples and ensure compliance with discharge permits and requirements; to conduct on-going monitoring, compliance tracking, data collection and analysis, and reporting; and to conduct educational outreach to the community and City staff on related environment compliance programs.

DISTINGUISHING CHARACTERISTICS

Environmental Compliance Specialist I – This is the entry level class in the Environmental Compliance Specialist series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Environmental Compliance Specialist II – This is the journey level class within the Environmental Compliance Specialist series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Environmental Compliance Specialist I

Receives general supervision from assigned supervisory staff.

Environmental Compliance Specialist II

Receives direction from assigned supervisory staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Environmental Compliance Specialist I/II

- 2 -

Collect and test stormwater and other related sample sources; operate and maintain sampling equipment.

Conduct storm water inspections of construction projects and, commercial and industrial facilities for compliance with NPDES permit requirements.

Investigate instances of non-compliance and administer enforcement measures and penalties as prescribed by policy.

Gather, organize, and analyze environmental compliance data and prepare reports.

Develop, coordinate and maintain a record keeping system of commercial, industrial, and residential properties subject to environmental regulatory requirements.

Create and maintain files of inspection reports, sampling reports, violations records, quality assurance records and other written correspondence.

Review, interpret and apply applicable environmental regulations, laws and Stormwater Pollution Prevention Plans (SWPPP).

Participate in public outreach; inform, educate, and survey industrial and commercial customers, and City staff regarding regulatory compliance programs and the implementation of best management practices.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Environmental Compliance Specialist I

Knowledge of:

Theories of mathematics, biology, chemistry and physics associated with environmental regulation and research.

Scientific research and statistical methods.

Principles and techniques of developing and presenting training material.

Federal, state and local environmental regulations and laws.

Applicable equipment and instruments used in sampling and laboratory testing and analysis.

English usage, spelling, punctuation, and grammar.

Ability to:

On a continuous basis, know and understand all aspects of the job, intermittently analyze data, work papers, reports and conduct special projects; operate sampling equipment; know and apply techniques and terminology; communicate both in writing and verbally.

On a continuous basis, sit at desk for long periods of time; intermittently bend, squat, climb, kneel or twist while performing field sampling work; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 30 pounds or less.

Perform duties in collection and testing of stormwater and other related sample sources.

Interpret and effectively apply federal, state and local laws, standards and regulations as they relate to National Pollutant Discharge Elimination Systems (NPDES) compliance.

Read simple infrastructure plans and diagrams.

Compile and analyze technical information and prepare technical documents and reports related to area of assignment.

Perform mathematical calculations with speed and accuracy.

Read and evaluate laboratory analytical results in order to detect errors and determine compliance with state and federal regulations.

Prepare and conduct effective training presentations regarding regulatory compliance.

Use and care for instruments, tools, equipment, and software related to area of assignment.

Use a personal computer and software programs to enter, maintain and analyze data; prepare reports and correspondence.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

No experience is required.

Training:

Bachelor's degree from an accredited college or university, preferably in biology, chemistry, physics, environmental science or a closely related field.

License or Certificate

Possession of a valid California driver's license by date of appointment

Environmental Compliance Specialist II

In addition to the qualifications for the Environmental Compliance Specialist I:

Knowledge of:

Policies and procedures of the City's Environmental Compliance Program.

Advanced principles and practices of environmental compliance, including inspections, review and enforcement methods and practices.

Ability to:

Independently perform environmental compliance duties related to area of assignment.

Experience and Training

Experience:

Two years of regulatory compliance enforcement including sample collection and analysis experience similar to an Environmental Compliance Specialist I with the City of Roseville.

Training:

Bachelor's degree from an accredited college or university, preferably in biology, chemistry, physics, environmental science or a closely related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a valid Stormwater Environmental Compliance Inspector Certificate within 18 months of appointment.

05-10-19

01/28/12 Environmental Compliance Specialist I/II