

MENDOCINO COUNTY GOVERNMENT CLASS SPECIFICATION

CLASS TITLE: ENVIRONMENTAL COMPLIANCE SPECIALIST
DEPARTMENT: TRANSPORTATION
REPORTS TO: SENIOR CIVIL ENGINEER

CODE: 2001
FLSA STATUS: N
DATE: 03/05

JOB SUMMARY:

Under general supervision, prepares and recommends execution of all permit applications and coordinates or performs all technical studies required for final environmental clearance for departmental construction projects. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a journey level position responsible for analyzing and reporting the effects on the environment of public (flood control, highway, water supply, sanitation) and private (residential, commercial, industrial) construction projects as required by Federal, State and Local laws and ordinances. This class is distinguished from the Engineering Technician series by the Engineering Technicians' performance of engineering duties including the design, construction, maintenance and management of engineering projects. It is further distinguished from the Senior Engineering Technician by the lead worker responsibilities held by the Senior Engineering Technician. This class is distinguished from the Right-of-Way/Environmental Agent in that that Agent performs advanced journey-level work in real property appraisal and obtains Right-of-Way Agreements with property owners.

SUPERVISION EXERCISED:

Exercises no supervision. This class may provide training to other staff.

ESSENTIAL JOB FUNCTIONS: (Not all incumbents perform all the examples listed, nor do the examples cover all the duties that may be performed.)

Performs all actions necessary to obtain National Environmental Policy Act (NEPA) and/or California Environmental Quality Act (CEQA) certification for construction projects.

Maintains an awareness of changing State, Federal, District and County codes, rules, regulations, guidelines, and ordinances.

Acts as the primary contact person for representatives of Federal and California regulatory agencies on matters relating to environmental permitting for construction projects.

Prepares and updates the Preliminary Environmental Study (PES) that serves as the master guide to the environmental studies needed for a particular project.

Obtains State Water Resources Control Board Section 401 Water Quality permits and Army Corps of Engineers Section 404 Fill/Discharge permits and clearance/consultation with the National Marine Fisheries Service where threatened or endangered species of fish might be impacted by a specific construction project.

Prepares and recommends execution of California Department of Fish & Game Section 1600 Streambed Alteration Agreements.

Obtains permits such as: Coastal Zone, Caltrans encroachment, Bureau of Land Management (BLM) encroachment.

Prepares and recommends execution of Professional Services Agreements with consultants for technical studies.

Coordinates studies such as: Army Corps of Engineers Wetlands Jurisdiction, Floodplain Encroachment, Section 4(f) (for parklands), Farmland.

Coordinates or prepares socioeconomic impact analyses and noise studies.

Coordinates studies on the potential effects of projects on cultural resources (i.e., resources of archaeological, architectural or historical importance).

Prepares and updates Area of Potential Effect (APE) maps for direct and indirect effects on cultural resources.

Searches federal, California and County databases to document hazardous materials contamination within project limits; prepares Initial Site Assessment reports.

Coordinates hazardous materials sampling and testing.

Produces California sensitive species lists for individual construction projects from the California Natural Diversity Database.

Obtains federal sensitive species lists for individual projects from the United States Fish & Wildlife Service.

Contacts property owners and tenants within construction project limits to notify them of construction activities and to obtain permission for specialists to enter onto their parcels for the purpose of conducting surveys or required studies.

Contacts the Native American Heritage Commission about known Native American cultural resources that lie within specific construction project limits.

Contacts individual tribal groups regarding unknown or undisclosed Native American cultural resources that may lie within specific construction project limits.

Serves as liaison with tribal groups.

Meets with the Mendocino County Archaeological Advisory Committee as needed.

Requests research of the California Historical Resources Information System (CHRIS) to determine the presence of historical resources within specific construction project limits.

Coordinates public outreach on environmental concerns.

Organizes and updates project information on the County web site.

Organizes public meetings and coordinates public notice.

Drafts agenda summaries, resolutions and cover letters for matters to be taken before the Board of Supervisors.

Assists in the organization of, and participates in, hearings before the Board of Supervisors.

Initiates and tracks payment of permit and consultant fees.

Understands lag times in the review process with various regulatory agencies; attempts to reduce these lag times to a minimum.

Maintains awareness of regulatory deadlines and follows up on pending applications in order to minimize delays that could lead to loss of funding.

Prepares critical path diagrams to identify tasks and assign resources.

Tracks the progress of all phases of all outstanding permit applications for all projects.

Keeps managers and co-workers informed on the status of all permit applications.

Meets regularly with Right of Way and the design team to set priorities and agree on responsibility for specific tasks.

Maintains the Department of Transportation's master roads assessment database.

Extracts data from the master roads assessment database; prepares reports and data displays in compliance with Total Mean Daily Load (TMDL) and National Pollution Discharge Elimination System (NPDES) mandates.

Material and Equipment Used:

Computer	General Office Equipment	Scientific Calculator	Vehicle	Camera
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MINIMUM QUALIFICATIONS REQUIRED:

Education and experience:

Bachelor's degree or equivalent from an accredited four-year college or university, with major course work in planning, engineering, technical writing, physical or biological sciences, archeology, physical, biological, social and human environmental relations, or other related courses; and,

One to two years of progressively responsible experience in an engineering or public works agency, including some experience in the preparation of environmental reports; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid California Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable laws, ordinances and legislation, regulations and program provisions related to the work.

Hazardous materials databases that may be searched to reveal contamination incidents that have been recorded within project limits, and mitigation techniques for the pollutants involved.

Sources of current information on sensitive species that may be encountered within project limits, and mitigation techniques for the protection of those species.

Sources of current contact information for incumbent leaders of tribal groups.

Principles of road design or reconstruction, and how they affect the habitats or breeding behavior of sensitive species or the amount of sediment that may enter sensitive watercourses.

Best management practices (BMPs) that can reduce sediment loads on County construction projects, as required by nationwide regulations.

Essential provisions of County Professional Services Agreements.

The proper sequencing of various tasks related to environmental permitting, project design, and right of way.

All computer applications and hardware related to performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

Skill in:

Using all computer applications and hardware related to the performance of the essential functions of the job, including word processing, preparation of spreadsheets and databases, preparation of project management documents (Gantt charts), and preparation of maps using geographical information systems (GIS) software.

Integrating computer applications (for example, exporting database tables to spreadsheets; porting database tables into GIS).

Using computer-programming techniques for advanced data analysis.

Managing large databases in order to support data extraction, the making of maps, scheduling of repairs, and data capture on repairs as they are made.

Training maintenance and construction personnel in order to assure knowledge of, and compliance with, the Department's established best management practices.

Inspecting and monitoring construction projects in order to assure and to document environmental compliance.

Preparing content for the web site regarding general project information and upcoming public meetings and hearings.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing and conducting meetings with consultants.

Dealing sensitively with issues of concern to property owners, environmental groups, Native American organizations, and the general public.

Organizing work, setting priorities, meeting critical deadlines, keeping accurate records, and following up on assignments with a minimum of direction.

Using tact, discretion, initiative and independent judgment within established guidelines.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to read and interpret project plans.

Ability to create and interpret critical path diagrams.

Ability to create and manage relational databases.

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to read and interpret ever-changing environmental regulations and permit requirements.

Ability to read and interpret such documents as safety rules, operation and maintenance instructions, and procedure manuals.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to observe conditions in the field, take detailed notes and make accurate drawings, and write summary reports.

While performing the essential functions of this job the employee is required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance (occasionally on uneven terrain), stoop, kneel, twist, crouch, or crawl, speak and hear, and lift and/or move up to 20 pounds.

Working Conditions:

The incumbent will generally work in a quiet office environment, but will spend some time outdoors on site visits and in construction areas where personal safety and noise can be issues.

Field visits or inspections may require the incumbent to work outdoors in hot or inclement weather, to traverse difficult terrain (possibly in construction zones, traffic hazard areas, or on steep, slippery, uneven or unstable ground) or to pass through woods or brushy areas that may harbor thorn bushes, poison oak, scorpions, rattlesnakes, black widow spiders, hobo spiders, and/or disease-carrying ticks.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.