

CITY OF FOLSOM

ENVIRONMENTAL SPECIALIST I/II

DEFINITION

Under direction, perform a variety of operational tasks related to environmental services, which may include program management, educational training, safety awareness, and environmental audits involving site characterizations and remediations, asbestos, lead-based paint, and other hazardous materials. Environmental Specialist IIs may oversee, monitor, and/or direct the work of lower level personnel.

DISTINGUISHING CHARACTERISTICS

The Environmental Specialist I is the entry-level class of the professional level Environmental Specialist series. Initially under close supervision, the incumbents perform more routine duties while learning city policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is flexibly staffed with Environmental Specialist II and incumbents may advance to the higher level after two (2) years and demonstrating proficiency that meets the qualifications.

The Environmental Specialist II is the experienced/journey level class in the series, fully competent to independently perform duties. This class is distinguished from the lower classification of Environmental Specialist I by the relative independence with which they perform the duties of compiling, analyzing, and preparing planning data and staff reports. This class is distinguished from the Senior Environmental Specialist in that the latter serves either as the lead or specialist level in the series.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Manage programs related to residential and commercial recycling as well as hazardous materials, which may include assisting in the development of policies and procedures, tracking participation, determining eligibility, coordinating services, ordering supplies, conducting audits, and invoicing recipients.
- Respond to and investigate hazardous incidents or spills reported by city departments; clean up and dispose of hazardous materials or spills within city limits.
- Test samples, package, and dispose of potentially hazardous materials.
- Develop and promote residential and commercial recycling programs, which may include promotion, education, and marketing programs through community outreach and related activities.

- Provide information to members of the public, contractors, and consultants regarding hazardous materials and regulations and recycling programs; serve as a resource to city staff regarding proper handling and management of hazardous and non-hazardous materials.
- Inventory hazardous and non-hazardous materials and schedule waste haulers as needed.
- Coordinate and maintain records of environmental programs, including advertising materials, city reports, grant applications, and presentations.
- Compile and analyze data to prepare reports.
- Prepare business correspondence.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities listed below are related to job duties as defined under “Distinguishing Characteristics.”

Knowledge of:

- Methods and procedures used in inspecting, identifying, and correcting hazardous conditions associated with hazardous materials or wastes.
- Hazardous material, industrial hygiene, transportation, and disposal practices.
- Asbestos abatement design practices.
- Principles and practices of emergency preparedness.
- Effects of hazardous materials and their interaction with human health and the environment.
- Recycling techniques as related to the environment, energy conservation, and the economy.
- Municipal, commercial, and industrial recycling programs.
- Materials, equipment, and methods used in recycling operations.
- Local environment, political, and planning issues of concern to solid waste disposal.
- Federal and state standards, acts, and regulations regarding recycling programs and hazardous materials.
- Common word processing, spreadsheet, and database software.

Ability to:

- Use personal protective clothing and equipment to protect against exposure to hazardous materials.
- Analyze and utilize information to make sound decisions and recommendations.
- Organize and coordinate the activities of public and private recycling groups.
- Make effective presentations before groups.
- Prepare and analyze statistical data.
- Prepare clear and concise reports and correspondence.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Environmental Specialist I

Education:

A bachelor's degree in geology, environmental engineering, industrial hygiene, environmental science, environmental studies, chemistry, biology, or a closely related field from an accredited college or university.

Substitution:

Experience developing and promoting recycling or resource recovery, comparable Solid Waste Management, or other environmental programs or experience in project management involving asbestos and lead-based paint related hazardous materials programs and/or facilities can substitute for the required education on a year-for-year basis.

Environmental Specialist II

Experience:

One (1) year of full-time experience as an Environmental Specialist I with the City of Folsom.

OR

Education:

A bachelor's degree in geology, environmental engineering, industrial hygiene, environmental science, environmental studies, chemistry, biology, or a closely related field from an accredited college or university.

Experience:

Two (2) years of full-time experience developing and promoting recycling or resource recovery programs or other comparable Solid Waste Management or other environmental programs; OR, two years of full-time experience in project management involving asbestos and lead-based paint related hazardous materials programs and/or facilities.

License, Certificate, Registration Requirements:

Possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office and field environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; frequent bending or squatting. (2) Lifting: frequently up to 50 pounds; occasionally up to 75 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking in person and

on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise, frequent exposure to chemicals, fumes, and other environmental substances.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: