

CITY OF FOLSOM

SENIOR ENVIRONMENTAL SPECIALIST

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. Incumbents may oversee, monitor, and/or direct the work of lower level personnel.

DISTINGUISHING CHARACTERISTICS

The Senior Environmental Specialist is the lead or specialist level in the Environmental Specialist series. In the lead assignment, incumbents provide direction to lower level staff including assigning, directing, and reviewing the work of staff. In the specialist assignment, incumbents work on specialized projects containing a high number of complex, difficult, and sensitive tasks and assignments. Positions at this level are distinguished from those in the lower level classification of Environmental Specialist I/II by the independence with which they perform their duties of handling the more difficult and complex work and performing lead work. This class is distinguished from the class of Environmental Specialist Supervisor in that the latter serves as the supervisor of incumbents in the lower levels of the series and performs the most difficult and complex projects.

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.

- Assign and monitor the work of lower level staff within the series.
- Develop environmental program designs and operating procedures according to federal and state laws and regulations.
- Provide technical assistance to staff in the development, implementation, and management of hazardous materials management programs and/or residential and commercial recycling programs.
- Oversee the management of programs related to residential and commercial recycling as well as hazardous materials.
- Prepare and submit grant applications and, if awarded, oversee the grant and prepare grant progress reports.
- Assist in the budget development process and administer the respective program's budget.
- 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.

- Develop request for proposals for division services, including soliciting suppliers, reviewing proposals, and making selection recommendation.
- Compile and analyze data to prepare reports, including state required reports.
- Prepare business correspondence.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.

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, lead or lead-based paint survey procedures, and asbestos and lead abatement design practices and procedures.
- 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:

- Lead professional and technical personnel on a team or project.
- Provide technical advice to subordinate personnel in solving difficult problems or assignments.
- Provide project management, budget, and project schedules.
- Prepare contract plans and specifications.
- Use personal protective clothing and equipment to protect against exposure to hazardous materials.
- Analyze and use information to make sound decisions and recommendations.
- 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:

Experience:

One (1) year of full-time experience as an Environmental Specialist II 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:

Three (3) years of full-time experience developing and promoting recycling or resource recovery programs or other comparable Solid Waste Management or other environmental programs; OR, three (3) 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 environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 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 noise.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: