ENVIRONMENTAL COMPLIANCE SPECIALIST

I. BASIC FUNCTIONS:

The employee occupying the position of this class is responsible for developing new legislation, policies and procedures related to Environmental Management Systems. The employee will work in conjunction with regulatory agencies to protect or improve environmental quality and ensure compliance with environmental laws, regulations, and permits. This is a bargaining unit position.

II. DISTINGUISHING CHARACTERISTICS:

Work is performed with considerable independence and latitude involving independent judgment and discretion, creating new and working within established guidelines, statutes, and regulations. This position works primarily with Federal and State regulators as well as the general public, private sector developers, civil engineers, and licensed surveyors to develop and oversees implementation of construction plans; as well as providing staff support and technical input during public hearings at platting board meetings.

The work requires expertise in federal and state laws and regulations, documentation and reporting requirements, and lawmaking or rulemaking processes to make recommendations which may significantly change, interpret, or expand important agency policies and programs.

Supervision Received:
Receives general supervision from the Project Management/Engineering Division Manager.

Supervision Exercised:
Supervision is not a normal responsibility of this job; however, the employee may provide guidance and direction to other Borough and Engineering staff on a variety of case files and field activities.

Working Conditions/Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in the office setting and in the field which involves travel and exposure to all types of weather conditions and working around heavy construction equipment. Noise level in work environment will be quiet to moderately noisy depending on office equipment/telephones in use, and other employees/members of the public with business in the office.

III. REPRESENTATIVE EXAMPLES OF WORK:

Makes decisions based on diverse circumstances that involve major areas of uncertainty in approach, methodology, or interpretation resulting from elements like continuing program changes, technological developments, new or unconventional methods, unique or controversial aspects of environmental protection.

Plans, conducts and coordinates inspections to identify and evaluate violations in a variety of complex industrial and commercial establishments throughout the Borough.

Encourages organizations to improve compliance, through pollution prevention, and environmental performance promoting greater environmental stewardship throughout the workforce, through storm water management and water quality standards set by United States Environmental Protection Agency, Clean Water Act as well as the Alaska Department of Environmental Conservation.

Reviews construction and development plans prepared by professional engineers and licensed surveyors for conformance with applicable standards and specifications: recommends alternatives that will meet the Borough's health & safety goals and transportation design criteria.

Perform program work to protect or improve environmental quality and public health, control pollution, remedy environmental damages, and ensure compliance with environmental laws, regulations, and permits, including environmental programs that deal with such areas as air quality and water quality.

Maintains effective records and working files.

Develops program budget and timeline requirements for grant application submission.

Provides management and oversight of grant funded projects.

Prepares and submits required federal periodic status reports for grant funded projects.

Coordinates subdivision improvements with professional engineers and performs field investigations; researches and identifies potential environmental or archeological issues.

Reviews and approves drainage plans for subdivisions and related improvements.

Performs related work as required.

IV. KNOWLEDGE, SKILLS AND ABILITIES:

Superior knowledge of state and federal statutes and regulations that protect the environment; the sources of environmental pollution and the techniques and practices for preventing release of pollutants and testing for their presence.

Superior knowledge of environmental issues and areas of controversy.

Superior knowledge of the principles of an environmental, ecological, biological, or physical science.

Considerable knowledge of the practical application of professional engineering principles and standard construction methods and equipment.

Considerable knowledge in researching and data correlation from various sources for the production of reports or plans.

Knowledge of environmental issues related to land development, soil types, and drainage.

Ability to express ideas and information effectively to the general public, Borough staff, and in public forums, both orally and in writing.

Ability to use independent judgment in completing assignments.

Ability to learn and apply unique design requirements for road, water, sewer, and drainage systems for the subarctic area.

Ability to establish and maintain effective working relationships as necessitated by work and to provide written and verbal directions and guidance to engineering staff.

Ability to effectively execute oral and written instructions.

Ability to work effectively with people having a variety of backgrounds and potentially conflicting goals.

V. GENERAL RECRUITING QUALIFICATIONS:

Minimum: Bachelor's degree, or equivalent, in civil engineering, or related engineering or scientific field. Four (4) years of progressively responsible experience related.

Effective use of AutoCAD, Autodesk Civil 3D, Autodesk Land Desktop, Watershed Modeling, or other applicable engineering design software and Microsoft Project, Primavera, or other project management software.

A valid Alaska driver's license with acceptable driving and criminal history records required.

VI. ADDITIONAL INFORMATION:

Tools and Equipment Used:
Office equipment including fax machine, telephone, copier, calculator and personal computer, including word processing, spreadsheet, and data base software. Field equipment including metal and buried utility locators, field surveying instruments, testing equipment, engineering calculator; motor vehicles; phone; mobile or portable radio. The use of personal protective

equipment relative to the hazards unique to the position will be required at all times during hazardous operations.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continual basis, the employee must be able to sit, stand, walk, stoop, bend, reach and grasp or finger equipment. Hand-eye coordination is necessary to operate testing instruments, computers, and various pieces of field and office equipment. Extensive written and telephone communications are required.

The physical demands require working outdoors in all types of weather, driving a standard transmission vehicle for long periods of time, being able to occasionally lift objects up to 75 pounds, traversing narrow and small spaces, being able to climb ladders and other apparatus and be in high places, able to walk over and around construction sites during all phases of construction, climb soft dirt piles and move quickly around heavy equipment. Individuals in this position must have the manual dexterity to operate survey, measuring and testing equipment, write reports plans and specifications. Manual dexterity must be adequate to legibly hand write field reports in English.

Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, the ability to adjust focus, and adequate vision for the safe operation of vehicles and equipment in daylight and darkness and in all weather conditions.