

**ENVIRONMENTAL SPECIALIST I**  
**ENVIRONMENTAL SPECIALIST II**  
**ENVIRONMENTAL SPECIALIST III**

**DEFINITION**

Under general supervision, perform professional level analytical and specialized work of moderate difficulty in the development, implementation and promotion of environmental programs such as integrated solid waste management, pollution prevention, water conservation, recycled water management, and/or urban runoff/clean water programs; perform laboratory tests to assist in the control of the treatment plant; collect and analyze influent, effluent and sludge samples to determine compliance with prescribed requirements; and, oversee the pollution control and prevention activities related to water quality.

**DISTINGUISHING CHARACTERISTICS**

Environmental Specialist (ES) I/II/III is a flexibly staffed class series. Positions are normally filled at the I level. Advancement from the I to the II level is at the discretion of the appointing authority provided that the following criteria are met: (1) the minimum qualifications and time-in-grade requirements, (2) demonstration of the ability to independently perform the full scope of the assigned duties, (3) the employee possesses the minimum certification requirements as specified in the Minimum Qualifications Section.

Advancement from the II to the III level is also at the discretion of the appointing authority provided that the following criteria are met: 1) the minimum qualifications and time-in-grade requirements, (2) demonstration of the ability to independently perform the more difficult and complex duties, (3) the minimum certification requirements as specified in the Minimum Qualifications Section, and (4) a position exists that is assigned the most complex and difficult work projects and assignments within the class series for the preponderance of the time. Because of these criteria, not all positions in this series can be allocated to the III level.

Environmental Specialist I is the entry-level class in the Environmental Specialist series. This class is distinguished from the Environmental Specialist II by the performance of the more routine assignments, such as inspection, implementation, and outreach activities, related to environmental program management and/or typically only handles a minimal number of environmental programs.

Environmental Specialist II is the journey-level class in the Environmental Specialist series requiring the minimum certification requirements as specified in the Minimum Qualifications Section. This class is distinguished from the Environmental Specialist I by the performance of the full range of the typical journey level duties in environmental program management, including regulatory interface, public meeting, and program development activities, in addition to the Environmental Specialist I responsibilities.

Positions in this class are flexibly-staffed and may be filled by advancement from the I level, or when filled from outside, require at least three years of prior related experience.

Environmental Specialist III is the senior/specialist class within the Environmental Specialist series. Employees within this class are distinguished from the Environmental Specialist II by the performance of the more difficult and complex assignments, handling of the larger, more complex programs, and may provide lead direction to others. Positions in this class are flexibly-staffed and may be filled by advancement from the II level, or when filled from outside, require at least five years of prior related experience. Only a small percentage of positions in the Environmental Specialist class series can be assigned to this level since the III level performs the most complex and difficult assignments of the class series and may provide lead supervision to other Environmental Specialists.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following. For Environmental Specialist I, duties are performed at the entry level; for Environmental Specialist II, duties are performed at the journey level; For Environmental Specialist IIIs duties are performed at the specialist/lead level:

- Implement environmental and laboratory program activities, such as inspection, field/plant sample collection, sample analysis, quality control checking, data validation, reporting, billing calculation, operation and maintenance of field equipment, outreach, public meetings and presentations, recordkeeping, and data/information collection/analysis.
- Collect, monitor, analyze, and evaluate environmental program data using a variety of modeling and statistical methods and techniques.
- Operate, maintain, and clean laboratory equipment such as samplers, analytical balancers, autoclaves, incubators, spectrophotometers, and dissolved oxygen meters.
- Prepare a variety of technical, statistical, and administrative reports.
- Administer environmental programs, including administration activities such as issuing permits, handling permit/code enforcement, applying quality assurance program, identifying pollution sources, mitigating illicit discharge, interfacing with regulatory agencies, and managing contracts.
- Represent the City at conferences, public forums, and community meetings as well as with inter-agency groups and committees.
- Participate with other City departments, community service providers, consultants, other jurisdictions, and agencies in environmental program development and coordination efforts as well as legislative advocacy and education.
- Recommend changes to the existing environmental programs or develop new environmental programs designed to comply with local, state, and federal regulations and City's wastewater and storm water NPDES permits to preserve environmental resources and to provide environmental protection to the public.
- Work closely with and build effective working relationships with coworkers, other City employees, other organizations and their representatives, and the general public, demonstrating positive customer service and communication skills.

- If assigned to the III level, provide supervision and direction to lower level staff.
- Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

As appropriate to each position, Knowledge of:

- Federal/State/City laws/regulations/codes in regard to storm water discharge, recycled water application solid waste reduction, industrial pretreatment, pollution control, and pollution prevention.
- Physical/chemical properties of wastewater and storm water pollutants and the laboratory analysis that determines the concentrations of pollutants.
- Principles and procedures related to biological and environmental sciences and research.
- Quality control/quality assurance concepts and statistical analysis of data.
- Microsoft Office and other applicable software.
- Administrative principles and methods, including project planning and program management.
- Laboratory principles and practices.
- Principles and industry practices of integrated solid waste management, source reduction, and recycling.
- Clean storm water program management, general marketing and outreach practices related to environmental programs.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Make effective, professional presentations to a wide variety of audiences.
- Write and create technical and informational publications, reports, graphs, brochures, and other materials.
- Understand and interpret laws/regulations/codes in regards to industrial; interpret and evaluate technical information; resolve technical issues.
- Use appropriate software to perform work and to generate reports and documents.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train, and direct assigned staff.

## **Minimum Qualifications**

Education:

*For all levels:* A bachelor's degree from an accredited college or university with major in Public Health, Environmental Health, Environmental Studies, Integrated Waste Management, Environmental Engineering, Public or Business Administration, Geography, Geology, or a closely related field.

**-AND-**

Experience:

Environmental Specialist I

Two years of full-time professional experience performing environmental conservation, laboratory analysis, and/or recycling program management activities preferably including wastewater laboratory analysis, storm water management, water conservation, recycled water management, wastewater pretreatment and/or solid waste management programs or other closely related activity.

Environmental Specialist II

**EITHER** – One year as an Environmental Specialist I with the City of American Canyon; -  
**OR-** Three years of full-time professional experience performing environmental conservation, laboratory analysis, and/or recycling program management activities preferably including storm water management, water conservation, recycled water management, wastewater pretreatment and/or solid waste management programs or other closely related activity.

Environmental Specialist III

**EITHER** – Two years as an Environmental Specialist II with the City of American Canyon; -  
**OR-** Five years of full-time professional experience performing environmental conservation, laboratory analysis, and/or recycling program management activities preferably including storm water management, water conservation, recycled water management, wastewater pretreatment and/or solid waste management programs or other closely related activity; -  
**OR-** Two years of experience working in pollution prevention/control and/or industrial pretreatment program activities.

NOTE - *For all levels:* A master's degree from an accredited college or university with major in Public Health, Environmental Health, Environmental Studies, Integrated Waste Management, Environmental Engineering, Public or Business Administration, Geography, Geology, or a closely related field may substitute for one year of the required experience.

**-AND-**

Certificates:

License requirements for specific assignments

- Recycled water program (ES I&II) --- CWEA Grade 1 or 2 Environmental Compliance Inspector Certificate Desirable
- Storm water program (ES I&II) --- CWEA Grade 1 or 2 Environmental Compliance Inspector Certificate Desirable
- Water conservation program (ES I&II) --- CWEA Water Conservation Practitioner Certificate required within 9 month of employment.
- Solid Waste Program (ES I &II) --- none
- Oil and Grease Program (ES I&II) --- CWEA Grade 1 or 2 Environmental Compliance Inspector Certificate Desirable
- Laboratory (ES I&II) --- CWEA Grade I or II Laboratory Certificate required within 9 months of employment.

- Pretreatment Program (ES I&II) --- CWEA Grade I Environmental Compliance Inspector Certificate required within 9 months of employment.
- Pollution Prevention Program (ES I, II &III) --- CWEA Grade I or II Environmental Compliance Inspector Certificate required within 9 months of employment.

License Requirement:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements

Work is performed in a typical outdoor/indoor environment on a year-round basis.

(1) Mobility: frequent standing for long periods of time; frequent bending and squatting.

(2) Occasional lifting up to 50 pounds. (3) Vision: constant use of overall vision. (4)

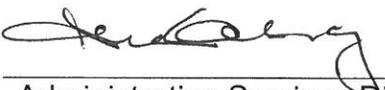
Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent

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.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Environmental Specialist I	6/02	2/2014	From Environmental Program Specialist	4438	Non-Exempt	4
Environmental Specialist II	2/05	2/2014	From Laboratory Technician	4425	Non-Exempt	4
Environmental Specialist III	8/06	2/2014	From Pollution Prevention Specialist	4439	Non-Exempt	4

APPROVED:   
 Administrative Services Director

Date: 2/25/14