

ENVIRONMENTAL SPECIALIST
Class Code (7310)

TASK LIST

1. Conducts field measurements and investigations to obtain environmental data such as land/water/air/noise pollution, storage, handling of hazardous substances, by operating a variety of field sampling observations, historical reviews, equipment (ie. pH meter, noise meters, water sampling equipment, air monitoring stations, Photoionization detector, etc), and interviewing concerned parties.
2. Reviews and reports on existing and proposed environmental laws, regulations, and guidelines to identify impacts to operations and assets.
3. Researches court decisions, professional journals, legislation, and news sources, to obtain information for projects, programs or policies, and to keep up to date with any changes in the regulations or procedures for the job.
4. Catalogs (electronic and hard copy) research materials for the development and maintenance of a professional reference library.
5. Contacts various agencies via phone and/or e-mail or in person to determine their methods, policies, and laws on environmental issues or to answer inquiries regarding environmental matters.
6. Gathers, analyzes and interprets data in order to write reports, permits, permit applications, guidance documents, and/or staff recommendations on a variety of environmental matters.
7. Attends intra/interagency meetings to enhance awareness of decisions which may affect the City, or as a representative for the City.
8. Collaborates with other Environmental Specialists, Environmental Supervisors, or other Subject matter experts in major studies and reports.
9. Assesses (visually, obtaining samples, or research) the potential environmental impact from the storage and handling of hazardous substances
10. Monitors and inspects construction sites or facilities in order to determine environmental compliance.
11. Conducts investigations on complaints from public or agencies regarding environmental concerns or compliance issues.

12. Conducts or oversees specialized studies in the areas of noise, architectural, biology/botany, geology Plans, performs, reviews, and analyzes studies of the environment including soil and sediment, air and water quality, contaminated property, noise, transportation and cultural resources, proposed legislation, policies, programs, construction and other projects, to determine the environmental and policy impact on the City., and health risk assessments.
13. Recommends (via written reports and/or presentations) departmental goals, policies, procedures, and programs on environmental matters to supervisors, management or other agencies.
14. Makes presentations to Council, boards and commissions, community groups, and other stakeholders.
15. Testifies in court or appears as an expert witness on job related issues.
16. Manages and oversees work performed by consultants and contractors by establishing work assignments, maintaining schedules and budget, and training.
17. Maintains records, documentation, and schedules for compliance reporting.
18. Act as an enforcement officer to conduct site inspections of solid waste facilities to ensure compliance.
19. Reviews, analyzes, comments on, and/or prepares California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents and related environmental permits.
20. Conducts training, outreach and education on environmental issues to employees, contractors, customers and tenants.
21. Communicate accurate and detailed information regarding environmental issues, policies, rules, regulations, procedures, laws, and project impacts by interacting with interested parties/stakeholders.
22. Plans, organizes and conducts public hearings, meetings and presentations to disseminate environmental information, address public concerns or as part of the environmental permitting process.
23. Collects and researches data specific to climate change impacts and mitigation and adaptation strategies including preparation of greenhouse gas inventories.

24. Investigate, evaluate and implement environmental sustainability policies and practices such as resource conservation and reuse, environmentally preferable purchasing and energy management.
25. Interpret construction or engineering plans for city structures such as sewer, storm drains, buildings, and roads.
26. Writes mitigation monitoring plans, to implement and manage habitat restoration plans and specifications to comply with environmental laws and regulations of CEQA and NEPA.
27. Develops and implements noise management policies and programs to meet regulatory and compliance requirements.
28. Respond to and coordinate activities to address environmental incidents such as underground storage tank alarms, leaks and spills, and wildlife hazards.