

ENVIRONMENTAL COMPLIANCE SPECIALIST I / IIDEFINITION

Under general supervision, performs inspection and enforcement duties related to federal, state, and local Air Pollution regulations. In addition, implements and administers a variety of programs to track hazardous materials use, storage, and hazardous waste disposal in accordance with the requirements of the Certified Unified Program Agency (CUPA) requirements and applicable Uniform Fire Code regulations.

DISTINGUISHING CHARACTERISTICS

Environmental Compliance Specialist I This is the entry level class in this series. Initially under supervisory guidance, incumbents perform routine field inspection and office assignments related to the implementation of Air Pollution and CUPA rules and regulations, while learning department policies and procedures. As experience is gained, duties gradually become more diversified and are performed under more general supervision.

Environmental Compliance Specialist II This is the advanced level in this series, fully competent to independently perform a variety of inspection and regulatory duties and to serve as the technical expert in areas of assignment. Incumbents are expected to be familiar with multiple program elements under Air Pollution and CUPA rules and regulations and be able to perform inspections and enforce compliance with regulations in an effective manner.

SUPERVISION RECEIVED AND EXERCISED

Environmental Compliance Specialist I Receives supervision from Environmental Program Manager and management staff. May also receive functional and technical direction/guidance from more experienced staff.

Environmental Compliance Specialist II Receives general supervision from Environmental Program Manager and management staff. May also exercise functional and technical direction/guidance over less experienced staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Interprets and applies appropriate Air Pollution and CUPA rules and regulations.

Reviews documents related to hazardous materials and waste storage at regulated facilities. Provides information in person and in writing regarding the requirements for hazardous materials and waste storage and disposal.

Develops and maintains databases and forms related to Air Pollution and CUPA programs, including facility and ownership information, notification data, permit payment tracking and periodic reporting requirements.

Conducts on-site facility inspections to verify compliance with local, state, and federal laws and regulations.

Investigates complaints, issues violations, warnings, corrective actions, and provides court testimony as necessary. Confers with County legal staff, develops case files, and provides information for litigation.

Interprets and applies meteorological data and determines burn day status.

Prepares and reviews reports, correspondence, and a variety of written materials. Maintains accurate documentation of activities, records, and files.

Confers with fire departments and other agencies regarding emergency response.

Prepares and presents informational and educational materials to businesses, fire departments, law enforcement agencies, the public, and others regarding Air Pollution and CUPA programs.

Assists in the coordination of department programs or activities as assigned.

Provide guidance to others regarding work practices, policies, and procedures.

Performs office duty desk assignments including answering phones and interacting with the public.

Performs after hours and/or weekend duties as assigned.

Occasional out of town travel and overnight stays.

Performs other related duties as assigned.

QUALIFICATIONS

Environmental Compliance Specialist I:

Knowledge of:

Various public and private agencies involved with environmental compliance related to Air Pollution and CUPA programs.

Computer programs including the Microsoft Office suite of products.

Working knowledge of English grammar, spelling, vocabulary, and punctuation.

Modern office practices, methods, and computer equipment.

Accurate record keeping principles and procedures.

Techniques for dealing effectively with, and providing a high level of customer service to, all individuals contacted in the course of work.

Basic arithmetic, algebra, and statistical analysis.

Ability to:

Work effectively independently as well as in groups.

Learn and perform professional Air Pollution and CUPA inspections, investigations, and enforcement methods and techniques in a wide variety of assigned areas.

Apply concepts, principles, and procedures of hazardous materials and waste identification, storage, and contamination mitigation.

Learn, interpret, and apply Federal, State, County, and Department laws, regulations, policies, and procedures.

Prepare and present clear and concise reports, correspondence, and other written materials.

Complete projects as assigned.

Use initiative and independent judgment within established procedural guidelines.

Communicate clearly and concisely, both orally and in writing.

Learn to effectively operate computer software, hardware, and peripheral equipment.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Learn and apply basic meteorological concepts and apply them to residential and agricultural burning.

Environmental Compliance Specialist II (in addition to qualifications for Environmental Compliance Specialist I)

Knowledge of:

A demonstrated advanced technical and working knowledge of the full range of Environmental Compliance Specialist I duties.

Elements of blueprint reading for compliance with underground tank and air pollution regulatory compliance.

Basic principles of supervision and training.

Ability to:

Provide technical supervision and training to other personnel as assigned.

Work independently with minimal supervision.

Develop, analyze, interpret, and apply laws and regulations related to the Air Pollution and CUPA programs.

EXPERIENCE AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Environmental Compliance Specialist I

Experience:

None required.

Education:

Graduation from an accredited college or university with a minimum of a Bachelor's degree in environmental science, biology or other physical science, engineering, or a field listed in California Code of Regulations (27 CCR 15260).

Environmental Compliance Specialist II (in addition to qualifications for Environmental Compliance Specialist I)

Experience:

Two years experience and demonstrated advanced working knowledge of inspecting and enforcing applicable Air Pollution and/or CUPA regulations at a level equivalent to the County's class of Environmental Compliance Specialist I.

LICENSES AND/OR CERTIFICATES

Employees must obtain and maintain the valid certificates and licenses listed below throughout employment with the Glenn County Air Pollution Control District unless directed by management otherwise.

These jobs require employees to maintain a valid California driver's license for the class of vehicle driven and must meet automobile insurability requirements of the County.

Environmental Compliance Specialist I Expected to obtain and hold the following certifications:

- State Certification as a visible emissions evaluator EPA Method 9 Certified Visible Emissions Observer within 1 year of employment.
- 24 hour HAZWOPER certification within 6 months of employment.
- Above Ground Petroleum Storage Act (APSA) Exam Certification within 6 months of employment.

Environmental Compliance Specialist II Possession of all certifications expected for an Environmental Compliance Specialist I as well as:

- International Code Council (ICC) for Underground Storage Tank Inspector Certification

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to perform inspection, to operate a motor vehicle and to visit various County and meeting sites, vision to read printed materials and on a computer screen, and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification, the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards, standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions. Appropriate personal protective equipment will be worn as required.

WORKING CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Environmental Compliance Specialist

	I	II
Classification Code:	4526166	3536003
Bargaining Unit:	40	12
FLSA Status:	Y	Y
Workers' Compensation Code:	9410	9410
Pay Table:	CNTY	CNTY
Range:	319	411