

City of San José
CLASS SPECIFICATION

Title: Environmental Compliance Officer (8205)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Environmental Sustainability Manager	Exempt

CLASS SUMMARY

Under general direction, plans, directs, and coordinates the necessary monitoring, evaluation, and investigative activities to ensure compliance with environmental regulations for all City properties and facilities; manages, coordinates, and implements clean-up projects for soil and groundwater contamination; and serves as technical resource/advisor to City departments regarding a variety of environmental compliance issues/concerns.

DISTINGUISHING CHARACTERISTICS

This is a one-position classification performing highly specialized and technical functions on a City-wide basis. An incumbent in this job class must plan, develop, direct, and manage programs and projects to ensure compliance with a variety of environmental guidelines, laws and regulations. This job class requires extensive and in-depth knowledge of environmental protection issues and the federal, state, and local laws, regulations, and guidelines that govern them. This job class also requires a strong technical and scientific background to analyze and interpret pertinent data and documentation as well as to communicate with specialized consultants and governmental/enforcement agencies.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

A Bachelor's degree from an accredited college or university with major course work in Environmental Science, Environmental Engineering, Biology, or a closely related field AND six (6) years of increasingly responsible experience in monitoring and administering environmental compliance programs for a public agency to include significant experience of demonstrated supervisory and/or project management responsibility.

Required Licensing (such as driver's license, certifications, etc.)

Possession of a valid State of California Driver's License.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

Knowledge of:

- Principles and practices of environmental protection services and related issues.
- Standard and accepted pollution treatment and control processes for air, water, solid waste, toxic waste, and hazardous materials.
- Standard and accepted budgeting and contracting procedures and techniques.
- Standard and accepted principles and practices of supervision, training and personnel management.

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- Applicable computer hardware and software equipment and its uses.
- Standard and accepted public health and safety procedures, guidelines, and OSHA regulations.

Ability to:

- Organize, direct and implement a comprehensive monitoring and reporting program related to a variety of environmental compliance issues.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports, laws, regulations and guidelines; observe performance and evaluate staff and outside contractors/consultants; problem solve technical, operational, and administrative situations/issues; and explain and interpret policy.
- Prepare, administer, and monitor an assigned budget.
- Manage a team of professional and technical staff and consultants in a respectful, effective, and positive manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and recommend/implement effective solutions in support of stated goals and objectives.
- Communicate effectively, persuasively, and tactfully in both oral and written forms.
- Gain cooperation and support through discussion, negotiations, and persuasion.
- Perform assigned duties in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the course of performing required duties.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

- A Master's degree in Environmental Science, Environmental Engineering, Biology, or a closely related field is desirable.

Knowledge of:

- All pertinent federal, state, and local environmental regulations, procedures, and guidelines.
- All pertinent federal, state, and local permitting, enforcement, and appeals processes as it relates to environmental compliance issues.

Ability to:

- Understand, interpret, and explain a variety of highly technical and specialized compliance laws, regulations, and guidelines.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:

- Monitors and oversees the operations of various collection/treatment systems and groundwater monitoring programs at the City's landfills for the purpose of ensuring compliance with pertinent environmental guidelines and regulations and/or under orders/permits from regulatory agencies.
- Conducts and/or oversees the conduct of environmental assessment studies and site screening assessment for all City property acquisitions, leases, or sales; review historical data and documentation, conducts inspections, initiates sampling process, evaluates the results, and makes appropriate recommendations in the best interest of the City and the community.

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- Manages, directs, and oversees the continuing investigations and remediation closure processes for City-owned fuel contamination sites; coordinates consultants' work with appropriate City departments and acts as liaison/City representative with pertinent regulatory agencies.
- Projects, compiles, develops and oversees assigned program budgets, implements and administers budget; projects and forecasts funds needed and available for staffing, consulting, equipment, materials, and supplies, monitors approved budget and actual expenditures, recommending adjustments as necessary.
- Participates in the appointment of personnel; provides or coordinates staff training and coaching; conducts performance evaluations in a timely and effective manner; implements performance development plans for staff; initiates and implements discipline procedures as necessary and according to City's Personnel Policies and Procedures; maintains staff quality and encourages high performance standards necessary for the efficient and professional operation of the Department.
- Provides technical and specialized support to the City's Planning Department regarding toxics, hazardous materials, and groundwater related issues related to development proposals; reviews EIRs, proposed site development plans, toxic remediation plans; approves and/or modifies proposals to meet environmental requirements; advises and consults with developers/consultants regarding compliance issues and concerns.
- Provides technical and specialized support to various City departments regarding environmental compliance issues; represent City and affected department(s) to pertinent regulatory agencies, commissions, interested parties; collects, monitors, and analyzes data; documents findings; and prepares technical reports and recommendations.
- Performs legislative review and advocacy activities on various environmental and compliance issues as assigned; analyzes impacts, prepares position statements and/or back-up documentation, and makes recommendations upon request.
- Represents the City and its departments to outside agencies and organizations; participates in community and professional groups and committees; acts as a technical and professional resource providing support and assistance reflective of the City's concerns and interest.
- Researches and prepares a variety of highly technical and administrative reports; prepares written correspondence on the more sensitive issues; prepares reports and presentations for the City Council and commissions/committees upon request.
- Builds and maintains positive working relationships with co-workers, other City employee and the public using principles of positive customer service and communication skills.
- Performs other duties of a similar nature or level.

CLASSIFICATION HISTORY *Created 03/96, Rev. 08/17; s001*