

ENVIRONMENTAL COMPLIANCE ANALYST

DEFINITION

To oversee and administer the City's stormwater program and other related environmental programs; to establish new and modify existing City operations to ensure compliance with relevant stormwater laws and regulations; and to provide professional level support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level professional Environmental Compliance Analyst class. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Director/City Engineer.

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

Serve as the City's representative to regulatory agencies with regard to stormwater compliance issues; prepare and file reports; provide stormwater sampling data; meet with regulators to plan and discuss stormwater issues.

Prepare amendments to the City's Municipal Code and other city policies in support of compliance with stormwater regulations.

Develop and disseminate educational materials to a variety of target audiences to support pollution reduction goals; participate in public meetings and events.

Prepare and maintain maps and databases, including performing Geographic Information System (GIS) analyses that support stormwater program activities.

Review development and construction plans for stormwater compliance; identify stormwater discharge sources and best management practices to maximize stormwater and water quality protection.

Investigate complaints or requests regarding discharge abatement; conduct field inspections and perform code enforcement or abatement; prepare notices of violation; prepare and maintain records of investigations and actions taken.

Coordinate and implement the City's annual dry weather monitoring program.

Research and pursue grant funding for stormwater projects and activities.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local laws, codes, and regulations affecting stormwater quality management, including the Clean Water Act.

Principles and practices of chemistry, hydrology and geology.

Methods and techniques of inspection, investigation, and code enforcement.

Proper use of monitoring, sampling and basic testing equipment.

Principles and practices of record keeping and records management.

Methods and techniques of data collection, research, and report preparation.

Ability to:

Plan, organize, coordinate and evaluate stormwater compliance programs and projects.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, work outside in different types of weather while exposed to heavy traffic, noise, dust, fumes, vibrations, airborne particles, noxious odors, grease oil, cleaning chemicals, paint, glues, solvents and spills. Intermittently, sit while driving a piece of equipment; stand and walk over rough, uneven or rocky surfaces while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders or climb up on to heavy equipment to begin operations; perform duties in cramped areas such as trenches, vaults, and manholes; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Use chemical laboratory equipment to effectively collect stormwater samples.

Conduct accurate and thorough research; prepare accurate and concise analysis, reports, and recommendations.

Understand, interpret, explain and apply federal, state, and local policies, laws, and regulations.

Apply procedures and techniques involved in the investigation, documentation, and enforcement of codes and regulations.

Inspect and/or collect samples from potentially hazardous locations including active construction sites and flowing waterways or storm drains.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Two years of responsible environmental compliance program or environmental permitting agency experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in environmental science, physical science, or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, a certificate as a Qualified SWPPP Practitioner (QSP) or Qualified SWPPP Developer (QSD) from the California Stormwater Quality Association (CASQA) within the first twelve months of appointment.