



JULY 2012
FLSA: EXEMPT

ENVIRONMENTAL SPECIALIST

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under direct supervision, performs a variety of professional, technical, and analytical duties and responsibilities that include environmental studies, fieldwork, data gathering and tabulating, and data analysis in support of the District's environmental monitoring programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned supervisory and/or management staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the entry-level class in the Environmental Specialist series. Positions at this level provide general technical support to an assigned area. The main focus at this level is a professional analytical role, and any non-analytical duties performed are incidental. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Senior Environmental Specialist level. The exercise of independent discretion and judgment is less in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Senior Environmental Specialist in that the latter performs the full range of duties and is responsible for the more complex programs and projects that require a higher level of knowledge and skill and that, in collaboration with other staff, may have District-wide impact.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in routine to moderately complex sampling, testing, and analyses for various environmental compliance programs, such as research toxicity testing on District discharges, invertebrate taxonomy identification, ocean monitoring sampling, stormwater, hazardous waste, biosolids, and water quality sampling and analyses; maintains required documentation and prepares reports on testing and analyses; assists in interpreting test results and troubleshooting causes of discharge or other water quality problems; learns to maintain, set up, and/or calibrate equipment.

- Participates in research projects related to the District's environmental monitoring and compliance programs or special studies in support of District and division goals; performs basic statistical calculations and data input and analyses using specialized computer software; performs graphical analysis of data; assists in the preparation of project reports.
- Learns to analyze and provide data for the preparation and review of designated sections of the annual report to ensure accuracy, completeness, and adherence to regulatory requirements; reviews and comments on data; participates in performing quality assurance/quality control (QA/QC) review of report for accuracy, format, and consistency of data; performs similar activities for monthly and quarterly reports.
- May perform routine to moderately complex fieldwork for sampling efforts; learns to operate, calibrate, maintain, and troubleshoot sampling and environmental monitoring equipment and instrumentation; learns to collect and process a wide variety of samples for permit compliance, regional projects, and/or special studies.
- Assists in coordinating sampling and data submissions from District laboratories and contractors; tracks transfer of samples or data; coordinates data review with department staff; participates in performing QA/QC review on regulatory submissions to ensure accuracy, completeness, and adherence to prescribed format.
- Assists in biosolids inspection; assists in the development of new biosolids management programs.
- Assists in working with outside research facilities on cooperative ventures; assists in preparation of comprehensive reports and may present findings to superiors, other agencies, and the general public; may provide process and technical support to staff.
- Monitors contractor sampling and data handling activities to ensure contract compliance and adherence to District policies and procedures as well as regulatory requirements; performs monitoring activities and on-site inspections; participates in performing QA/QC review of contractors sampling and monitoring data to evaluate procedures; may participate in drafting, evaluating, and making recommendations on RFPs for outside contracts.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of environmental compliance; researches emerging products and enhancements and their applicability to District needs.
- Participates in public relations programs including public education and public outreach programs and activities.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Basic principles and operations of wastewater collection systems and wastewater processing, including pretreatment methods, system design, wastewater engineering, industrial operations, wet processes, and categorization, and wastewater flows and characteristics.
- Basic principles and techniques of sampling procedures, statistical sampling, and analysis.
- Basic principles and applications of critical thinking and analysis.
- Basic principles and practices of quality assurance/quality control related to environmental compliance.
- Basic principles and practices of toxic and hazardous waste management and disposal.
- Techniques of odor control in wastewater collection system and treatment plant.
- Use and capabilities of computers, automated equipment, and standard applications software.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and procedures of record-keeping and reporting.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, laboratory information systems, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform work of a specialized nature and develop the ability to use independent judgment and personal initiative.
- Collect, analyze, and interpret detailed environmental and biological data.
- Use critical thinking techniques effectively.
- Operate a variety of liquid and gas testing and sampling equipment.
- Work in a laboratory and use various laboratory equipment such as pipettes, microscopes, etc.
- Operate analytical instrumentation for airflow measurements sampling waste stream.
- Learn to read and interpret engineering drawings.
- Perform mathematical and statistical calculations.
- Collect, chart, and compile data and participate in the preparation of clear and concise reports.
- Collect samples at a variety of sites and in varying conditions.
- Maintain accurate files and records.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Apply critical thinking and analysis in completing assignments.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Possession of a bachelor's degree from a college or university which is accredited by the US Department of Education, with major coursework in biological, physical, or environmental science, or a related field; AND,
2. One (1) year of experience in field collections, technical, or environmental-related analysis.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work partially in a standard office setting and use standard office equipment, including a computer, and partially in the field to collect samples and/or inspect various sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and visit various District, offsite, and meeting sites; vision to read printed materials and a computer screen and make inspections; and hearing and speech to communicate in person

and over the telephone. This is partially a sedentary office and partially a field operations classification; frequent standing in and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and inspection and/or sampling equipment. Positions in this classification frequently 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 weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work partially indoors and around laboratories and partially in the field and may be exposed to hot and cold temperatures, inclement weather conditions, loud noise levels, vibration, road hazards, boating hazards, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.