



JULY 2012
FLSA: EXEMPT

SENIOR 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 general direction, performs a variety of complex environmental studies and fieldwork including gathering, tabulating, and analyzing data in support of the District's environmental monitoring programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or management staff. Exercises no direct supervision of staff. May coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This is the journey-level class in the Environmental Specialist series. Employees at this level perform more difficult assignments, projects, analyses, and studies assigned to classes within this series, receive only occasional instruction or assistance as new or unusual situations arise, and have full and thorough knowledge of the concepts, practices, procedures, and policies of environmental programs to which assigned. Responsibilities may include guidance on programs and/or projects and leads by example. This class is distinguished from the Principal Environmental Specialist in that the latter is responsible for providing functional and technical direction to less experienced staff, in addition to carrying sole responsibility for the development, implementation, and administration of the most complex programs.

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.

- Performs or may coordinate a variety of 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; interprets test results and assists in troubleshooting causes of problems; maintains, sets up, and/or calibrates equipment.
- Participates in or may coordinate research projects related to the District's environmental monitoring programs or special studies in support of District and division goals; performs a variety of complex statistical calculations and data input and analyses using specialized computer software; performs graphical analysis of data; assists in the preparation of project reports; may propose and develop research plans and conduct research or technical projects which include field collection work, estimating staff hours, and other resource requirements to complete the project.
- Under the guidance of senior staff, coordinates the preparation and review of designated sections of the annual report to ensure accuracy, completeness, and adherence to regulatory requirements; establishes schedules; coordinates review of and comments on data with department staff and

- contractors; performs 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 complex fieldwork for sampling efforts; operate, calibrate, maintain, and troubleshoot sampling and environmental monitoring equipment and instrumentation; collect and process a wide variety of samples for permit compliance, regional projects, and/or special studies.
 - Coordinates sampling and data submissions from District laboratories and contractors; tracks and coordinates transfer of samples or data; coordinates data review with department staff; performs QA/QC review on regulatory submissions to ensure accuracy, completeness, and adherence to prescribed format.
 - May provide work direction and assignments to staff and/or consultants assigned to a project; coordinates with outside research facilities on cooperative ventures; prepares 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; performs QA/QC review of contractors monitoring data to evaluate procedures as well as sampling and monitoring data; drafts, evaluates, and makes recommendations on RFPs for outside contracts; may participate in contract negotiations with contractors.
 - May perform a wide variety of inspections of District treatment facilities, District or offsite construction sites, industry dischargers, watershed areas, urban run-off diversion systems, and other areas, sites, and system to ensure compliance with complex laws, rules, regulations, and District policies and standards.
 - 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.
 - Serves on various technical advisory or professional organization committees such as the Southern California Toxicity Assessment Group (SCTAG); makes presentations to regulatory agencies and professional groups; reviews and comments on pending legislation for Federal, State, and local jurisdiction.
 - Conducts special research assignments and projects, gathers data, and prepares reports and position papers for consideration by management.
 - 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.
 - When assigned to programs and/or projects, provides leadership and guidance to others. As a program and/or project leader, may direct, assign, train, monitor and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a reference to employees by possessing specialized skills; develops and implements work improvements.
 - Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- 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.
- Principles and applications of critical thinking and analysis.
- Principles and techniques of sampling procedures, statistical sampling, and analysis.
- Principles and practices of quality assurance/quality control related to environmental compliance.

- Principles and practices of toxic and hazardous waste management and disposal.
- Techniques of odor control in a 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 guidance and training to less experienced staff.
- 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 requiring the ability to use independent judgment and personal initiative.
- Lead subordinate-level staff on programs and projects.
- Resolve conflict through supervision in establishing workable solutions and alternative approaches.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper work procedures and lead by example.
- Demonstrate safe work practices and procedures in the workplace.
- Collect, analyze, and interpret detailed environmental and biological data.
- Apply critical thinking and analysis to a broad range of situations.
- Use critical thinking techniques in reaching independent decisions.
- Work in a laboratory and use various lab equipment such as pipettes, microscopes, etc.
- Operate a variety of liquid and gas testing and sampling equipment.
- Operate analytical instrumentation for airflow measurements sampling waste stream.
- Conduct complex research on a wide variety of environmental issues, and prepare effective technical staff reports.
- 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.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Use critical thinking techniques in determining problem resolutions.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Organize own work, set priorities, and meet critical time deadlines.
- 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, environmental science, or a related field; AND,

2. Three (3) years of increasingly responsible experience in a testing laboratory, field collection environment, and/or related environmental compliance.

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.