

**City of Imperial Beach**  
**POSITION DESCRIPTION**

**Class Title:** Environmental Program Specialist  
**Department:** Public Works  
**Division:** Environmental Program

**GENERAL PURPOSE**

Performs a variety of environmental program management and related administrative, analytical and other support-related duties and functions. Assists the Environmental Program Manager by setting and achieving Division goals, objectives, and priorities for a variety of programs and services. Conducts training for City employees and citizens. Ensures City's ability to comply with current and future state mandated regulations and coordinates regulatory/environmental activities with other sections, divisions, departments and outside public agencies.

Develops programs to provide ongoing training. Maintains records and prepares reports as required. Provides analyses of and compliance with local, state and federal regulations. Conducts field safety inspections and recommends the means and methods whereby full compliance may be insured. Coordinates Division staff training and corrects safety deficiencies; coordinates and implements new rules and regulations required by state and local agencies; assists in budget preparation and administration. Supervises special projects as assigned.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Environmental Program Manager.

**SUPERVISION EXERCISED**

This position may supervise an Intern classification.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties will include, but are not limited to coordination, evaluation and monitoring of all City environmental programs and reporting to the Environmental Program Manager on regulatory/environmental matters. Act as a City representative for solid waste, stormwater NPDES and other applicable environmental programs, including compliance with all requirements of the California Integrated Waste Management Act of 1989 (AB 939); the City's Household Hazardous Waste Element (SRRE); the National Pollution Discharge Elimination System (NPDES) permit, including the implementation and maintenance of Best Management Practices (BMPs); Monitor and enforce the City's solid waste and stormwater management ordinances. Investigate complaints/incidents involving all environmental program issues; Prepare annual reports and other compliance documentation on behalf of the Environmental Program Manager.

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Act as a City representative in all facets of the management of the current solid waste agreement. Monitor and maintain the solid waste billing procedures and program. Work with HAZWOPER trained staff to ensure compliance with all Federal, State and local workplace safety laws, codes and regulations. Support the Department in the management of the current Material Safety Data Sheet (MSDS) program. Communicate with citizens, staff, elected officials and others doing business with the City. Assist in the management of City recycling program, including "All Star" Recycling Award program. Conduct and oversee monthly city stormwater outfall field observations and water quality monitoring activities.

Provide a public education program on City environmental programs with individual classroom presentations for grades K-12; Develop educational activities and materials. Provide pollution prevention program education for local adult population, including special interest groups and organizations.

Assist in the development and implementation of a pollution prevention program for local businesses and industries, including workshops and an education package. Promote the citywide programs through presentations and various mediums (e.g. newspapers, television, and radio). Develop and implement annual City-sponsored clean-up events and Anti-Graffiti Awareness program.

Write staff, research and regulatory reports and memoranda. Respond to inquiries and complaints promptly and courteously. Provide general office support as needed. Attend and participate in meetings, conferences and seminars; stay abreast of new trends and innovations in the environmental management field.

**PERIPHERAL DUTIES**

Perform related duties and responsibilities as requested or assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Education & Experience**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Preference is given to those candidates with administrative or technical work experience in environmental program management, preferably in a municipal environment. A typical way to obtain the knowledge and abilities would be the following:

Graduation from a four-year college or university with a major in Public Administration, Urban Planning, Environmental Studies or a related field is desirable plus three (3) years of responsible experience in environmental management and regulatory compliance, one (1) year of which is in the collection, analysis and presentation of

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statistical data in the field of environmental management, public health or public administration.

Additional experience in the environmental management field may be substituted for up to two years of college coursework on a year for year basis.

**KNOWLEDGE OF:**

Municipal administration and budget management; laws and regulations relating water operations; principles of research and statistical analysis; and personal computer and spreadsheet software. Standard practices, methods, tools, equipment and materials involved in solid waste and environmental management-related to tasks, activities and education. Pertinent Federal, State and local laws, codes and regulations. Modern office practices, methods and equipment.

**ABILITY TO:**

Conduct complex and technical administrative work, interpret and apply laws, rules and regulations, and deal effectively with other City personnel, representatives of public/private agencies, and the general public. Analyze problems, identify solutions, project the consequences of proposed actions, and implement recommendations. Work in Microsoft Office programs: Word, Excel and Access. Carry out assigned projects to completion. Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs. Must have excellent written and oral communication skills.

**SPECIAL REQUIREMENTS**

Valid California state driver's license or ability to obtain one by the first day of employment.

**TOOLS AND EQUIPMENT**

Motorized vehicles for driving purposes; any tools and equipment appropriate to environmental management activities; personal computer, including word-processing and spreadsheet programs; calculator; copy and fax machines; telephone; mobile or portable radio.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Sit, stand, walk, kneel, crouch, stop, squat, crawl, twist, climb, pull and wear protective apparel; exposure to cold, heat, wet and/or humid conditions, noise, outdoors, chemicals, toxic substances, fumes and/or airborne particles, foul odors, solid

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waste, effluents, bacteria, viruses, and traffic hazards; travel to different sites and locations getting in and out of vehicles frequently (sedan or trucks) without assistance.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in an office environment. However, while performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the outside work environment is usually low to moderate.