

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Environmental Specialist</b>
<b>REPORTS TO:</b>	<b>Manager of Regulatory Compliance</b>
<b>DEPARTMENT:</b>	<b>Watershed Programs</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>

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## JOB SUMMARY

Works proactively to ensure the Sewer District's compliance with all applicable environmental rules and regulations affecting the Sewer District. Ensures compliance with the Sewer District's Environmental Protection Agency (EPA) permits and Radioactive Material License. Apprises Sewer District staff of relevant environmental and radiological issues. Evaluates current and emerging environmental legislation, regulations and related programs, their applications and impacts on the environment and Sewer District activities. Reviews and comments on pending regulations potentially affecting the Sewer District's compliance with environmental requirements. Represents the Sewer District's position on regulatory, legislative and technical matters involving environmental compliance. Performs other duties of a similar nature as may be required.

## ESSENTIAL FUNCTIONS

- Assists in the Sewer District's compliance with environmental regulations and environmental permits.
- Assists in the development, implementation and maintenance of policies, procedures, programs, research and reporting requirements to ensure the Sewer District's compliance with environmental policies and regulations.
- Assesses and evaluates Sewer District technical data and regulatory guidelines for purposes of recommendation, accuracy, and output quality. Assesses current developments in environmental research. Interprets regulations, rules, permits, and laws for scientific legitimacy, achievability, and appropriateness, as well as to evaluate their impact on Sewer District activities.
- Analyzes and diagnoses numerical and written information. Identifies trends and patterns in data. Reviews Sewer District technical data for the most current information on environmental issues.
- Assists in the preparation of environmental permit applications/modifications and reviews proposed environmental permit requirements for scientific legitimacy, achievability, and appropriateness. Interprets technical data on environmental issues including permit-related issues and their implications for the Sewer District.
- Serves as the Sewer District's Radiation Safety Officer (RSO) or back-up RSO and is responsible for managing the District's compliance with its Ohio Department of Health License for the possession of radioactive material. Verifies proper implementation of the Sewer District's Radiological Control Plan. Provides technical expertise to on-site radiation safety personnel.

- Integrates and summarizes information to formulate and prepare toxicological and ecological graphs and indices. Prepares reports on environmental issues for internal distribution.
- Advises Sewer District staff on approaches to measuring and determining the impact of Sewer District actions and facilities on the environment. Offers professional advice by providing a perspective for environmental data relative to historical conditions and regulatory requirements.
- Assists in preparing comments on regulatory initiatives for submittal to federal and state agencies.
- Establishes and maintains a good working relationship with Ohio Environmental Protection Agency, US Environmental Protection Agency, Cleveland Division of Air Quality, Ohio Division of Natural Resources, Ohio Department of Health and other appropriate regulatory agencies. Shares technical information with other agencies and organizations involved in environmental assessment and pollution control.
- Advocates the Sewer District's position on environmental issues in public forums.
- Provides technical support to legal, engineering and administrative personnel during litigation and negotiation of permits and during the development of environmental regulations and requirements. Represents the Sewer District on inter-organizational environmental committees at local, regional, state and national levels.
- Provides training to Sewer District staff on environmentally-related technical matters. Explains technical topics, systems, or procedures to non-specialists. Instructs supervisors and managers on regulations, current information in the field, and Sewer District activities.
- Keeps abreast of developments in the field. Reviews publications and attends meetings, conferences, seminars, etc., to analyze regulatory initiatives, determine scientific adequacy, and evaluate Sewer District implications.
- Performs other duties of a similar nature as may be required.

## **MINIMUM JOB REQUIREMENTS**

### EDUCATION

Candidate must possess Bachelor's degree, preferably in Chemistry, Biology, Environmental Science, Environmental Engineering or a closely related field.

### EXPERIENCE

Candidate must possess three (3) years of experience in application or interpretation of environmental rules and regulations as well as environmental compliance program development activities. Experience in applying for, negotiating and ensuring compliance with wastewater treatment plant and collection system NPDES permits, managing a successful hazardous materials/waste program, conducting Phase I and Phase II Environmental Site Assessments in accordance with ASTM guidelines, managing compliance with Title V permitted facilities and/or evaluating potential impacts of current and emerging environmental regulations is preferred.

## **OTHER REQUIREMENTS**

### LICENSURE AND CERTIFICATIONS

- Candidate must possess a valid driver's license with a driving record in accordance with the District's acceptable guidelines.
- Candidate must obtain a certificate of completion of the Standard Multimedia First Aid Course and C.P.R. certification within one year of employment and be recertified as required.
- Preferred possession of Valid Class I State of Ohio Wastewater Operator Certificate.

### KNOWLEDGE, SKILLS AND ABILITIES

- Candidate must possess knowledge of wastewater treatment processes and capabilities. Knowledge of methods employed in calculating environmental criteria, standards and permit limitations.
- Candidate must possess good project management, verbal and written communication, good computer and exceptional problem solving, strong leadership and analytical skills. Fundamental understanding of local, state, and federal environmental requirements and regulations. Ability to work productively with a range of stakeholders including internal Sewer District staff, environmental organizations, regulators, engineering professionals, and elected officials. Must have abilities to effectively coordinate medium-sized projects, oversee and monitor those projects, lead meetings and related processes, research and compile information, make presentations, provide leadership, and provide great attention to detail. Ability to use writing and presentation skills to clearly convey complex concepts to a wide variety of audiences.
- Candidate must possess the ability to be reliable and punctual in reporting to work as scheduled.

PHYSICAL REQUIREMENTS

- Must be able to spend up to 40% of time outdoors performing work at field/plant sites in potentially contaminated, noisy, dirty, dark, and/or restricted space wearing eye and ear protection and breathing apparatus to assess project status and results.

## **KNOWLEDGE, SKILLS, AND ABILITIES (KSAS)**

### **Knowledges, Certifications, Licenses, etc.**

1. How to effectively identify water quality issues - Typically can be acquired through three (3) years of identifying water quality issues and providing recommendations to address those issues.
2. Serve as Radiation Safety Officer (RSO) to ensure compliance with the District's Radioactive Material License – Typically can be acquired through a combination of on the job experience in approximately one (1) year and completion of 40-hour Radiation Safety Officer training class.
3. Biology, chemistry, related science methods, techniques, knowledge, etc. - Typically, can be acquired through course work taken in the final two (2) years of a Biology, Chemistry, or a related field of study.
4. District staff - Typically can be acquired through on the job experience in approximately one (1) year.
5. Methods for evaluating water quality legislation, regulation and related programs - Typically can be acquired through three (3) years of identifying water quality issues and providing recommendations to address those issues.
6. Pending regulations - Typically can be acquired through regular reading and studying on current water quality issues.
7. District's position on regulatory and technical matters involving water quality - Typically can be acquired through on the job experience in approximately seven (7) months.
8. Methods and techniques for evaluating related technical data and regulatory guidelines - Typically can be acquired through three (3) years of identifying water quality issues and providing recommendations to address those issues.
9. Methods for properly assessing current developments in water quality research - Typically can be acquired through three (3) years of identifying water quality issues and providing recommendations to address those issues.
10. Techniques for interpreting research results - Typically can be acquired through three (3) years of identifying water quality issues and providing recommendations to address those issues.
11. How to effectively determine research data's impact on District's activities - Typically can be acquired through three (3) years of identifying water quality issues and providing recommendations to address those issues.
12. Techniques for analyzing and diagnosing numerical and written information - Typically can be acquired through two (2) years of analyzing and diagnosing numerical data and written information.
13. Methods for identifying related trends and patterns in data - Typically can be acquired through three (3) years of identifying water quality issues and providing recommendations to address those issues.
14. NPDES permits and related requirements - Typically can be acquired through one (1) year experience working with related permits.
15. Methods for determining scientific legitimacy - Typically can be acquired through course work taken in the final two (2) years of a Biology, Chemistry, or a related field of study.
16. Techniques for formulating and preparing toxicological and ecological graphs and indices - Typically can be acquired through course work taken in the final two (2) years of a Biology, Chemistry, or a related field of study.
17. Report writing - Typically can be acquired through course work taken in the final two (2) years of a Biology, Chemistry, or a related field of study.
18. Historical water quality information - Typically can be acquired through reading journals.

19. Investigation methods and techniques - Typically can be acquired through three (3) years of identifying water quality issues and providing recommendations to address those issues.
20. Related stakeholders - Typically can be acquired through on the job experience in approximately three (3) months.
21. District's position on water quality - Typically can be acquired through one (1) year of effectively communicating medium to complex information to stakeholders.
22. Simple training techniques - Typically can be acquired through on the job experience in approximately eight (8) months.
23. Water quality committees, etc. - Typically, can be acquired through reading journals.
24. Current related developments - Typically can be acquired through reading of related journals and articles.
25. Ecological assessments, methods and techniques - Typically can be acquired through course work taken in the final two (2) years of a Biology, Chemistry, or a related field of study.
26. Leadership in related research - Typically can be acquired through two (2) years of serving in a leadership position.
27. Article writing methods and techniques - Typically can be acquired through two (2) years of contributing to key written correspondence, including but not limited to articles, summaries, etc.

#### **Competencies, Skills & Abilities**

1. Project Management - Typically can be acquired through two (2) years' experience developing, serving as a key contributor for various projects. These projects could have been medium in complexity.
2. Communication, both oral and written - Typically can be acquired through two (2) years of experience communicating effectively both up and down an organization. Typically, the basics of this level of communication are learned within the final two (2) years of a high school diploma program.
3. Computer - Typically can be acquired through high school computer classes.
4. Problem solving and analytical - Typically can be acquired through two (2) years of experience working on problems and using analytical methods for resolutions.
5. Leadership - Typically can be acquired through on the job experience in approximately seven (7) months.
6. Coordinate medium projects - Typically can be acquired through two (2) years' experience developing, serving as a key contributor for various projects. These projects could have been medium in complexity.
7. Oversee and monitor project and provide on-going input - Typically can be acquired through two (2) years' experience developing, serving as a key contributor for various projects. These projects could have been medium in complexity.
8. Lead and facilitate meetings, processes and change - Typically can be acquired through two (2) years of facilitating and leading meetings and processes where communicating change was a key component of the message.
9. Research and compile information – make presentation - Typically can be acquired through two (2) years of experience researching and compiling information and making related presentations to stakeholders.
10. Attention to detail - Typically can be acquired through two (2) years of working in a position where attention to detail was critical to the success of the job.

11. Ability to drive to other District sites and off-site meetings, etc. – Typically acquired by obtaining and maintaining a valid state of Ohio driver’s license with a driving record in accordance with the District’s acceptable guidelines.