

DEFINITION:

Under direction, the Associate Environmental Specialist (AES) assists in achieving environmental compliance with state and federal laws as they relate to the City's capital improvement program. Duties and responsibilities include coordinating mitigation and monitoring efforts during and after construction; conducting and/or coordinating technical studies and preparing necessary environmental documentation supporting California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance; assisting construction staff in promoting quality and consistency with environmental commitments; and assisting with implementation of and compliance with the City's Storm Water Quality Improvement Plan.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from the Environmental Compliance Manager in that it does not require the same level of knowledge, skills, and experience. The AES will assist the Environmental Compliance Manager in implementing the environmental compliance program for the City as required by federal, state, and local environmental laws and regulations.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Prepare or assist with preparation of negative declarations, exemptions, draft and final environmental impact reports, environmental assessments, and other environmental documents, pursuant to CEQA and NEPA for City projects.

Measures: Projects and documents are prepared which are accurate and meet local, CEQA, and NEPA requirements.

2. Prepare environmental permit applications for the U.S. Army Corps of Engineers, California Department of Fish and Game, State Lands Commission, State Reclamation Board, Regional Water Quality Control Board, and other resource agencies as necessary.

Measures: Permit applications are prepared which are accurate and meet submittal requirements of applicable agencies. Permits are accepted by agencies in a timely fashion.

3. Represent the City before outside agencies and organizations; participate in community and professional groups and committees; act as a technical and professional resource providing support and assistance reflective of the City's concerns and interests.

Measures: Communications and actions reflect well on the organization and facilitate the achievement of City and community goals.

4. Build and maintain positive working relationships with coworkers and other City employees, outside environmental agencies, and the public using principles of positive customer service and communication skills.

Measures: Communications and actions reflect well on the organization and facilitate the achievement of City and community goals.

5. Review erosion-control plans, and monitor compliance with Storm Water Pollution Prevention Plans and National Pollution Discharge Elimination System (NPDES) permits for City and private development projects before, during, and after construction.

Measures: Plans are reviewed in a timely fashion and recommendations regarding implementation and management of erosion-control measures are effectively communicated. City Storm Water Pollution Prevention Plans and National Pollution Discharge Elimination System (NPDES) permits are developed which meet all applicable requirements.

6. Prepare and implement mitigation monitoring plans and assist with managing, monitoring, and maintaining mitigation sites.

Measures: Mitigation monitoring occurs in a timely and effective fashion consistent with the requirements of adopted mitigation monitoring programs. Mitigation monitoring program documents must be organized and kept up to date.

7. Monitor construction activities and their effects on erosion, sedimentation, air quality, cultural resources, sensitive species, and other resources as required by mitigation and monitoring plans, CEQA/NEPA documents, and permits/approvals. Assist construction staff in promoting quality and consistency with environmental commitments and recommend specific actions to meet compliance standards as necessary.

Measures: Construction site monitoring is effective at minimizing impacts to environmental resources and meets project approval requirements.

8. Perform and/or obtain contracts to perform any needed biological, botanical, or other environmental survey or technical study for environmental documentation, permits, or construction activity compliance.

Measures: Surveys and/or studies are completed in a timely manner so as not to unnecessarily delay implementation of the project.

9. Implement and manage habitat restoration projects, including wetland, riparian, oak woodland, and vernal pool habitats. Establish contracts with qualified contractors to develop, implement, and/or monitor habitat restoration projects.

Measures: Habitat restoration projects are well-managed and meet performance requirements

established in permits, and project goals are met.

10. Review stormwater monitoring results of construction projects for turbidity, total settleable solids, and other constituents as required.

Measures: Monitoring results are reviewed and action is taken as appropriate to ensure compliance with NPDES permits.

11. Prepare Council communications, staff reports, and general informational memos on CEQA, NEPA, Clean Water Act, permit compliance, and other environmental-related items.

Measures: Reports and memos are prepared in a timely fashion, are accurate, understandable, and meet City standards for format and content.

12. Provide technical and specialized support to various City departments regarding environmental compliance issues; collect, monitor, and analyze data; provide document findings; and prepare technical reports and recommendations.

Measures: Technical support and assistance is accurate, comprehensive, and reflective of the City's concerns and interest; data is collected and analyzed accurately and consistent with accepted methodology; reports are accurate and understandable; and recommendations effectively address identified problems consistent with all legal requirements.

13. Assist citizens with environmental issue complaints relating to City projects.

Measures: Assistance is timely and diplomatic, and issues are effectively addressed or referred to others for resolution.

14. Help negotiate mitigation requirements with federal and state agencies related to NEPA and CEQA requirements, permitting, and endangered species consultations.

Measures: Negotiations are helpful in obtaining responsible and reasonable mitigation requirements consistent with regulatory obligations.

15. Request and review consultant proposals, and help negotiate and manage environmental consultant contracts for environmental-related work.

Measures: Participate in consultant selection and provide appropriate and timely comments on proposals. Contracts are managed consistent with adopted City policy.

16. Prepare Requests for Proposal (RFPs) to recruit consultants to perform various environmental tasks.

Measures: RFPs are prepared which are accurate and reflect City policies on consultant selection.

17. Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

General principles of environmental planning and development, ecology, biology, threatened and endangered species, and resource restoration; federal, State, and local laws, rules, and regulations that govern environmental planning and management; basic contract administration principles; methods of construction, including access and staging requirements; methods of evaluating environmental impacts; resource impact mitigation and monitoring methods and principles; and modern office methods, practices, procedures, and computer equipment operation.

Ability to:

Interact effectively with the public and other employees; interpret and apply federal, state and local policies, procedures, laws, and regulations; prepare, coordinate, and review environmental studies, reports, and documents in a timely manner; interpret and review construction plans and specifications; gather, analyze, and present technical data to coworkers and the general public; work effectively as a member of an interdisciplinary team; represent the City at various meetings involving the public, public agencies, and advocacy groups; and negotiate and develop contracts and agreements; and communicate effectively using written and verbal skills.

Education and Experience:

Any combination of training and experience equivalent to a bachelor's degree from an accredited college or university with major course work in environmental science, environmental engineering, biology, geology, hydrology, restoration ecology, or a closely related field and at least two (2) years of experience in environmental compliance and/or management.

Special Requirements:

Possession of the appropriate California driver's license or the ability to acquire one within ten days of appointment.