



CLASSIFICATION DESCRIPTION

TITLE: ENVIRONMENTAL SPECIALIST I JOB CODE: 13 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

The purpose of the position is to perform a broad variety of technical assignments, including inspections, taking field measurements, collecting various types of samples, completing reports and recordkeeping in support of the City's environmental, water, wastewater and stormwater activities. Employees in this classification perform at entry professional level and are responsible for maintaining compliance with Federal and State laws including local codes and standards. The employee is expected to exercise considerable judgment and initiative in the performance of job duties.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responds to inquiries and requests from the general public, business community and state agencies regarding environmental projects and programs, through friendly, professional customer service skills, ascertains the needs of the requestor and provides appropriate assistance and information, e.g., environmental, water, wastewater, storm drainage.
- Coordinates activities and schedules with water, wastewater, and stormwater operations staff, local and state agency staff along with other City departments. Resolves conflicts within scope of authority.
- Compiles information and prepares reports as required; prepares and maintains schedules of various utility and/or stormwater environmental projects, e.g., ground and surface water quality and volumes, the annual drinking water quality report, petroleum storage tank systems, and hazardous materials inventory.
- Conducts and/or oversees field inspections and monitors various environmental operations; prepares documents for operational compliance reports; develops electronic recordkeeping methods to be utilized between departments including scanning public records into the City's database.
- Maintains active communication with staff from different departments, government agencies and the general public for any environmental issues that may develop within the City.
- Participates in a wide variety of special projects and programs as it relates to environmental

compliance activities.

- Coordinates public education for water, wastewater and stormwater activities through different methods of communication including flyers, newsletters, City website, and by attending City and non-City events.
- Completes and processes Public Record Audits.
- Coordinates the City Water Conservation Policy with other City departments, State agencies, developers, contractors, landscapers and the general public and provides assistance to customers for conservation through inspection, analysis and consultation.
- May perform a variety of office related functions, including preparing permits, correspondences, presentation materials, brochures, evaluating and summarizing field notes, printing materials, scanning and filing records and reports, and answering phones.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Associates of Science Degree with major coursework in any of the Environmental Sciences , Engineering or a related field, or equivalent vocational certification with major coursework in the physical sciences, environmental or engineering technology; supplemented by two (2) years of related work experience; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow complex written and oral instructions.
- Ability to clearly communicate information both verbally and in writing.
- Considerable knowledge of environmental principles, practices and methods as applicable to a municipal setting.
- Considerable knowledge of the principles and practices of utility and stormwater operations as applied to compliance with Federal, State and local regulations.
- Considerable knowledge of current codes and regulatory standards governing the State environmental compliance activities of water and wastewater utilities and/or stormwater operations.
- Skill in operating tools and equipment of the work, e.g., electronic field instruments, computer tablets, water samplers, etc.
- Ability to read, update and maintain various records and files.

- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Skill in operating various specialized software and office equipment, e.g., color ink jet printer; Microsoft Word, Access, Excel and Power Point presentation software.
- Ability to establish and maintain effective working relationships with departmental personnel, management, State and local regulators, consultants and the general public.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, there is frequent need to sit, stand, walk, talk, hear, distinguish between shades of color, use hands to finger, handle, or feel, and lift and/or move 25 pounds.
- While performing the essential functions of this position in the field, there is potential for exposure to disagreeable environmental factors, such as outside weather conditions, dampness/humidity, vehicular traffic, toxic/caustic substances, fumes, odors, and unrestrained animals.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.