

CLASS SPECIFICATION
Associate Environmental Engineer

GENERAL PURPOSE

Under direction, performs professional engineering duties in the analysis and administration of environmental regulatory requirements applicable to the City's storm water discharge program; recommends and/or takes action to ensure compliance with NPDES permit requirements; reviews project applications and prepares appropriate conditions of approval for new and significant projects; performs plan checks and field compliance inspections; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Associate Environmental Engineer independently performs professional engineering duties to ensure the City's compliance with all applicable regulatory requirements associated with its National Pollutant Discharge Elimination System (NPDES) permit. The incumbent reviews applications and performs plan checks for new development projects to review adequacy of design for environmental compliance and prepare appropriate conditions of approval. The incumbent represents the City on interagency committees and plays an active role in educating City departments and the development community on storm water environmental compliance issues. Work requires a thorough understanding of legal and regulatory requirements, environmental science and engineering design issues, as well as excellent analytical and communication skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes and conducts research and special studies associated with the City's storm water discharge management and environmental compliance program; uses appropriate analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; prepares reports of findings and recommendations; researches and analyzes current and proposed legislation and regulations for impacts on City programs, policies and operations and drafts position papers and recommendations; participates in conducting analyses and developing recommendations for residential, commercial and industrial developer rate schedules applicable to water discharge.
2. Participates in initial pre-planning meetings; performs water quality environmental engineering plan review and plan checks to ensure compliance with City, federal and state requirements and regulations; reviews a variety of engineering reports and technical documentation; coordinates technical plan checks and reviews comments prepared by City consulting engineers for new development projects; researches and interprets potential environmental impact and regulatory compliance issues associated with projects and prepares or reviews conditions of approval; performs field site inspections prior to, during and at the close of projects to monitor progress, resolve issues

and ensure compliance with approved plans, specifications and standards; inspects water quality treatment control devices in the field; monitors storm water treatment control Best Management Practices (BMPs) for ongoing and new projects, recommending improvements as required to ensure regulatory and permit compliance.

3. Participates in ensuing compliance with the City's MS4 NPDES permit; coordinates, oversees and reviews the work of consultants developing and updating the urban run off management plan; coordinates and participates in training City departments on compliance requirements and BMPs for catch basin inspection and clean up and other types of waste clean-up procedures; conducts annual audits of City program implementation and regulatory compliance.
4. Manages contracts for various professional engineering services; drafts requests for proposals; oversees, evaluates and coordinates compilation of final work products by consulting engineers; provides direction based on City water quality standards, policies and practices.
5. Maintains detailed records and documentation; coordinates work with developers, consultants, private engineers and contractors; prepares and submits staff reports to the Planning Commission, City Council, department heads and division managers.
6. Participates in development and maintenance of catch basin and construction, commercial and industrial inspection databases; compiles data and drafts a variety of periodic, special and annual program reports; prepares correspondence and other written materials.
7. Represents the City in meetings of interagency committees and task forces on watershed and storm water runoff issues.

OTHER DUTIES

1. Receives and investigates customer complaints, conducting inspections where necessary; works with businesses, contractors and other applicable parties to resolve problems and issues; prepares reports of findings and actions taken.
2. May provide work direction and guidance to other program staff.
3. Performs a variety of special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Theory, principles and practices of engineering design and construction.
2. Principles of physics and mathematics applicable to engineering.
3. Physical and biological sciences as they apply to areas of assigned responsibility.
4. Principles and practices in conducting environmental investigations.
5. Principles and techniques of project management.
6. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility, including the Clean Water Act, Porter Cologne Water Quality Act and associated permitting requirements.
7. Scientific principles and analytical techniques used in environmental protection, control and monitoring programs.
8. Federal and state environmental planning and control programs and processes, including applicable permitting, inspection and enforcement processes.
9. Best Management Practices applicable storm water, source control and treatment and hazardous materials control and prevention programs.
10. Basic uses and operations of Geographic Information Systems in managing and mapping geo-spatial data and other technology applications and tools applicable to assigned responsibilities.
11. Record keeping practices and procedures applicable to areas of assigned responsibility.

Ability to:

1. Perform difficult technical research and analyze complex engineering and mathematical problems, evaluating alternatives and recommending or adopting effective courses of action.
2. Prepare and evaluate engineering studies, engineering plans, specifications and legal contracts.
3. Collect, evaluate and interpret data, either in statistical or narrative form.
4. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.
5. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.

6. Communicate effectively, orally and in writing; present conclusions and recommendations clearly and logically.
7. Maintain files, records and documentation.
8. Exercise independent judgment and initiative within established guidelines.
9. Establish and maintain effective working relationships with department managers and staff, staff of other departments, representatives of other governmental agencies, developers, consultants, property owners, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major coursework in civil or environmental engineering or a related field; and at least five years of progressively responsible professional experience in performing environmental engineering analysis and program administration duties, preferably in an engineering or construction management environment; or an equivalent combination of training and experience. Experience in a governmental agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Current valid E.I.T. or Professional Engineer certification issued by the State of California.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands repetitively to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skill; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and

interact with department managers and staff, staff of other departments, representatives of other governmental agencies, developers, consultants, property owners, the public and others encountered in the course of work.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet. The employee may occasionally be required to work in outside conditions, exposed to hot, wet and/or humid conditions and the need to walk on uneven surfaces, and where the noise level may be loud.