

CLASS SPECIFICATION
Environmental Analyst

GENERAL PURPOSE

Under supervision, an incumbent performs pollution abatement and compliance inspections to enforce federal, state and local rules, regulations and ordinances governing discharges into the City's storm drains; is responsible for implementing and maintaining comprehensive city-wide storm water management programs, databases and records designed to ensure compliance with various aspects of the National Pollutant Discharge Elimination System (NPDES) regulations; meets with commercial and industrial business owners and recommends solutions and or mitigation measures; reviews Storm Water Pollution Prevention Plans and Water Quality Management Plans for City and private projects; Performs other professional and technical related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Environmental Analyst independently performs professional and technical duties to ensure the City's compliance with applicable regulatory requirements associated with various provisions of its NPDES permit. Under general supervision, an incumbent performs the full range of assigned duties in environmental inspection functions, including conducting inspections and performing monitoring and enforcement activities covering storm water quality and environmental compliance. An incumbent must utilize independent judgment, possess analytical skills, understand public relation principles, and speak clearly and effectively before diverse groups. Work requires a thorough understanding of legal and regulatory requirements, applicable environmental science and engineering design issues and ability to apply legal and regulatory requirements with science and convey it to staff and customers in an easily understood manner.

Environmental Analyst is distinguished from Associate Environmental Engineer in that the latter requires additional professional-level experience in environmental science and engineering and is assigned duties with greater complexity and accountability.

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. Performs detailed inspections of both private and public works construction sites to ensure compliance with Storm Water Pollution Prevention Plans and the City's storm water ordinance; analyzes the use of combinations of effective erosion and sediment control practices and recommends changes based upon current conditions.
2. Conducts regular compliance and pollution abatement inspections of existing commercial, industrial and select home-based business to ensure compliance with source and treatment control best

management practices and industrial pollution prevention plans and recommends changes as necessary.

3. Independently determines inspection schedule and site priorities based upon analysis of previous inspection results, site's proximity to receiving waters and potential to discharge while adhering to NPDES permit inspection mandates.
4. Confers with construction site superintendents and property owners and recommends solutions or mitigation measures for illegal discharges into the storm drain system; conducts follow-up abatement inspections; issues notices of violation, stop work orders and administrative citations as prescribed by policy.
5. Inputs inspection results into databases; prepares a variety of construction and business inspection reports for analysis.
6. Organizes and conducts research and special studies as assigned using appropriate analytical techniques and information-gathering processes and obtains data for analysis. Prepares reports of findings and recommendations; researches and analyzes various storm water related programs throughout the State for trends and operational effectiveness.
7. Meets with staff from other divisions to conduct annual Municipal Facilities compliance inspections and recommend actions as necessary to remediate any non-compliant situations. Participates in the development and revision of City source and treatment control best management practices and industrial pollution prevention plans as needed
8. Receives and investigates citizen, staff and customer complaints, conducting inspections where necessary to resolve problems and issues; prepares reports of findings and actions taken.

OTHER DUTIES

1. May assist in the training of new staff.
2. Performs a variety of special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of environmental compliance, including inspection, review and enforcement methods and practices.
2. Wastewater treatment, collection systems, source control and environmental contamination of storm water.
3. Federal, state and local laws, regulations and ordinances governing the environmental regulation of storm water, including the City's storm water ordinance.
4. Inspection methods and sampling techniques and standards.
5. Operation and maintenance of equipment used monitoring and control of and storm water.

6. Policies and procedures of the National Pollutant Discharge Elimination System (NPDES).
7. Principles of chemical, biological, physical and environmental sciences.
8. Functions and operations of federal and state environmental health and regulatory agencies.
9. Computers and software used in environmental inspections.
10. Research methods and analysis techniques.
11. Principles and practices of sound business communications.
12. Safe work practices and safety equipment related to the work.

Ability to:

1. Perform environmental compliance inspections and enforcement.
2. Understand, interpret, explain and apply policies and procedures regarding environmental inspections and compliance with storm water regulations.
3. Collect, analyze, and interpret environmental data, reaching valid conclusions.
4. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
5. Exercise sound, expert independent judgment within established guidelines.
6. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
7. Establish and maintain effective working relationships with City management, staff, construction site superintendents, property and business 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 course work in Environmental Science, engineering, geography, or closely related field.; and three years of experience in environmental compliance inspection or water quality laboratory work; or an equivalent combination of training and experience. Experience in a governmental agency is preferred.

Licenses; Certificates; Special Requirements:

Certification as either a Professional in Erosion and Sediment Control issued by IECA or Professional in Storm Water Quality issued by IECA (or ability to obtain within two years of hire).

Possession of Penal Code 832 Certification (or ability to obtain within six months of hire).

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

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, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch. The employee occasionally may lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City management, staff, construction site superintendents, property and business owners, representatives of other government agencies the public and others encountered in the course of work, some of whom may be dissatisfied or quarrelsome.

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.

The employee works both indoors and in outside weather conditions. At times the employee will work near moving mechanical parts; is exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is may be loud while working in outside conditions.