

City of Fort Worth, Texas Job Description

Classification Title	Senior Environmental Specialist		
Job Code:	PR2360	Job Family:	Professional
Pay Grade	610	Date Created:	07/13/15
FLSA Status	Exempt	Date Revised:	03/26/2018

GENERAL SUMMARY

Participates in the work investigating, monitoring, and inspecting issues and conditions related to specific environmental programs; performs technical and complex environmental protection tasks in the areas of storm and surface water pollution, community air pollution, hazardous materials waste, pretreatment and related environmental concerns; and performs the administrative, more technical, and complex tasks that are highly skilled and specialized in the administration of environmental management programs and services.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Develops and plans the technical phases of environmental projects; ensures that City operations comply with applicable environmental regulations.
3. Performs and evaluates the results of inspections, surveys, and complaint investigations and reviews submitted reports concerning their environmental impact and compliance with applicable regulations and approved pretreatment program requirement.
4. Identify, interpret and implement the pretreatment and environmental regulations of the Clean Water Act's National Pretreatment Program.
5. Prepares inspection and technical reports and recommendations regarding findings; prepares detailed correspondence and directives to businesses and individuals regarding results as necessary.
6. Monitors the content and accuracy of environmental seminars and educational presentations and assists in developing and presenting such programs.
7. Performs complex calculations and documentation to complete reports and maintain records; uses computers; software for data entry and evaluation and to prepare scientific presentations.

8. Collects samples to test environmental quality; specifies analysis to be performed; evaluates field technical, analytical and regularity data to determine compliance with regulations and implement appropriate action.
9. Assists in legal proceedings; testifies in regards to environmental findings as required.
10. Writes technical papers and articles dealing with specific environmental issues; develops legal contracts with vendors for environmental activities.
11. Advises other City departments concerning compliance with environmental regulations.
12. Performs appropriate environmental site assessments on properties of concern to the City.
13. Develops recommendations and participates in the formulation of program modifications that include revisions to environmental ordinances, agreements and contracts.
14. Assists in public outreach efforts by educating citizens and regulated community on environmental regulations and policies to ensure compliance with all Federal, State and Local regulations and increase environmental awareness in the community.
15. Generates and maintains paper and electronic repositories for current and retention records.
16. Maintains functionality of monitoring equipment by conducting calibrations, audits and repair of equipment.
17. Reviews plans for building permits and ordinance permits.
18. Issues violation notices, enforcement orders and citations to noncompliant users.
19. Performs other related duties as required.
20. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

When assigned to Water Department Pretreatment Services:

1. Evaluate permit applications. Prepare, process and issue new permits & permit renewals.
2. Determine and designate specific permit conditions for industrial users, including sample point locations for wastewater sample collection.
3. Plan and schedule sampling activities performed by section staff for pretreatment and other water department programs.
4. Review and maintain record keeping operations in a database (with hard copies for file record) as part of the pretreatment requirement.
5. Inform customer representatives of applicable rules & requirements, including necessary actions to maintain compliance with applicable pretreatment standards (monitoring, reporting, and enforcement).

6. Establish an effective working relationship with industry representatives. Effectively communicate compliance requirements associated with existing pretreatment standards. Where applicable promote potential pollution prevention opportunities.
7. Assists in the preparation of annual report to TCEQ. Corresponds with regulatory agencies in person, by telephone and in writing.
8. Participates in TCEQ inspections/audits of the City's industrial pretreatment program.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of chemical and biological analysis.
 - Proper sample preservation, documentation and chain of custody procedures.
 - Preparing solutions, buffers and reagents used in laboratory and field procedures.
 - Operation, use, and care of pollutant and hazard detection equipment.
 - Chemical and biological reactions concerning analysis of wastes, water and air quality.
 - Safety procedures regarding wearing proper protective equipment.
 - Preparing clear and concise reports.
 - Local, state, and federal regulations pertaining to environmental regulations.
 - Preparing clear and concise reports.
 - Use of safety procedures and standard operating procedures (SOPs).
 - Principle of operation, use, and care of pollutant and hazard detection equipment.
 - Principle of operation, use, and care of wastewater sampling and monitoring equipment.
 - Industrial processes regarding industrial wastewater treatment.
- **Skill in:**
 - Microsoft Office.
 - Use of computers and related software.
 - Use of equipment required for testing and sampling.
 - Delivering oral presentations.
 - Gathering, organizing, interpreting and recording information accurately.
 - Performing troubleshooting and root cause analysis.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Use senses including sight (correctly identify letters, colors and tints, hues and shades of colors), smell, hearing and touch in the evaluation of industrial/commercial contributors.
 - Establish and execute monitoring air and water environmental quality.
 - Analyze data and formulate conclusions.
 - Apply mathematical and statistical understanding towards techniques, practices and procedures related to monitoring environmental quality.
 - Interpret and explain City environmental control policies and procedures.
 - Prepare clear and concise reports.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Read and interpret building plans and as-builts, process flow diagrams, schematics, diagrams, and water distribution maps.
- Validate readings of digital and analog water and effluent meters for volume values.
- Understand dynamics and impacts to sanitary sewer collection system and wastewater treatment plants.
- Analyze data and draw logical conclusions.
- Administer enforcement actions in legal framework of notices, hearings, citations, adjudications and criminal proceedings.
- Walk, stand or sit for periods of up to one (1) hour consistently throughout the working day.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in biology, chemistry, environmental science, or a related field and three years of responsible experience in state or federally regulated environmental programs.

OTHER REQUIREMENTS

Valid Texas driver's license.

When assigned to Water Department Pretreatment Services:

Must be registered or complete registration with the National Registry of Environmental Professionals (NREP) as a Registered Environmental Manager (REM) or higher level of competency within two (2) years from employment date.

WORKING CONDITIONS

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

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, unsanitary conditions, workspace restrictions, and the ability to maintain a professional demeanor even when dealing with upset customers/citizens.

PHYSICAL DEMANDS

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

Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.