



ENVIRONMENTAL SPECIALIST 1

3820

GENERAL DESCRIPTION OF CLASS

The ENVIRONMENTAL SPECIALIST 1 applies basic principles of environmental sciences to carry out environmental monitoring, inspection, and investigation activities, provide technical program support functions and conduct basic analyses and evaluations of environmental data. They may be responsible for projects and subprograms of limited difficulty and scope.

DISTINGUISHING FEATURES

This is the first level of a three-level series. It is distinguished from the higher levels by working within well-defined and established guidelines and procedures, and by the greater amount of supervision received. The Environmental Specialist 1 is required to have only a basic knowledge of overall department rules, regulations, and procedures.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

1. Monitoring/Investigation/Inspection

Collects water, air, soil, or other environmental field samples and keeps accurate records of the activities. Conducts quality assurance checks to validate accuracy of environmental data collected. Repairs and calibrates monitoring and sampling equipment. Inspects selected minor pollution sources (e.g., open burning) and investigates complaints for compliance with administrative rules and State and Federal law.

2. Program Support

Monitors the processing and final issuing of grants and permits to meet deadlines. Tracks fees assessment and collection to make sure that fees are properly assessed and paid. Begins enforcement action, if necessary. Compiles reports on status of permits, construction notices, tax credits, exceeded environmental standards, monitoring and sampling data recovery or other program activities for use by EPA, the department and others. Assists with writing or revising program procedures or guidelines.

3. Analysis/Evaluation

Conducts basic statistical analyses of data and develops data displays including graphs, charts and tabulation of data records. Conducts preliminary review and evaluation of technical reports and grant and permit applications for completeness, accuracy, and compliance with department guidelines and standards. Reports findings to higher level staff or management. Assists with developing and maintains computer systems for entering, storing, compiling and retrieving a variety of technical program data.

4. Technical Assistance

Provides and coordinates assistance to the public, industry, grant and permit applicants, State and local agencies and others on basic technical and administrative aspects of department activities.

RELATIONSHIPS WITH OTHERS

The Environmental Specialist 1 has regular in-person and telephone contact with department staff to provide information, ask questions, schedule activities or receive direction, periodic contact with grant, permit, or other applicants to provide technical assistance, and occasional contact with the public, industry, or State and local officials to answer questions or provide assistance in specific program areas. Some positions may have regular contact with the public and the regulated community on inspection and compliance issues.

SUPERVISION RECEIVED

The Environmental Specialist 1 receives close supervision by a lead professional, unit supervisor or section manager who reviews work regularly for accuracy and conformance to applicable guidelines, policies, and procedures. The Environmental Specialist 1 uses administrative rules and procedures, State and Federal laws, regulations and guidelines, and program or department policies, procedures, and guidelines to complete their work.

GENERAL INFORMATION

The Environmental Specialist 1 may be required to climb, kneel, stoop, and crouch while doing inspections or collecting samples. Some position may work in areas where exposure to hazardous or toxic materials and substances occasionally occurs.

KNOWLEDGE AND SKILLS (KS)**Knowledge:**

Basic knowledge of physical and/or biological sciences.
Basic knowledge of mathematics, including algebra and statistics.
Basic knowledge of the theory and principles of environmental protection, control, and measurement.
Basic knowledge of air, water, hazardous or solid waste pollution, measurement and control practices and equipment.

Skills:

Skill communicating orally and in writing with a variety of people to answer questions and explain information.
Skill writing clear and concise investigative, technical, or narrative reports.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division