



ENVIRONMENTAL SPECIALIST 2

3821

GENERAL DESCRIPTION OF CLASS

The ENVIRONMENTAL SPECIALIST 2 applies general principles of environmental sciences to conduct compliance inspections and investigations of standard or minor sources or problems, review and evaluate facility plans, permit applications, and a variety of environmental data, measure and assess the impact of pollutants on the environment and the public, and write detailed reports and documents in support of air, water, solid or hazardous waste program activities.

DISTINGUISHING FEATURES

This is the second level of a three-level series. Regular contact with the public and regulated community, greater involvement in enforcement and compliance activities and a greater level of decision making in carrying out assignments and solving problems distinguishes this class from the lower level. It is distinguished from the higher level by assignment to standard, minor sources or environmental problems.

The Environmental Specialist 2 may recommend a nonprescribed course of action to a superior but may not authorize such action. Standard, minor sources are characterized by conventional treatment and disposal technologies and processes, limited availability of alternate systems, and less impact of potential pollution. Standard, minor environmental problems may be characterized by (a) clearly identified sources of emissions or discharges, (b) pollution having only moderate environmental impact, or (c) the availability of standard evaluation and control techniques.

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. Inspections/Compliance/Enforcement

Inspects standard, minor sources for compliance and enforces environmental rules and permit conditions. Investigates complaints for non-compliance and initiates corrective action as appropriate. Develops and implements enforcement strategies to solve violations. Negotiates compliance schedules and activities with the regulated community and follows up on progress. Conducts environmental surveys, including sampling, source investigations, and hydrogeologic data gathering. Repairs and calibrates complex monitoring and sampling equipment. Responds to oil, sewage, and chemical spills requiring containment and cleanup of the spilled substance (hazardous material spills or those involving complex sources are generally referred to higher-level staff for follow up).

2. Analysis/Evaluation

Reviews and evaluates standard pollution control facility plans, proposed compliance strategies or other proposals and recommends approval or disapproval. Gathers, evaluates, and interprets environmental data for sources of pollution to determine regulatory compliance, ambient conditions, trending, and cause and effect relationships between contamination sources and impacts. Prepares and evaluates graphical and statistical analyses. Reviews and evaluates plans and permit applications for impact on the environment and compliance with State and Federal laws and technical

adequacy. Develops and maintains computer systems for entering, storage, compiling, and retrieving a variety of technical program data, including writing procedures.

3. Technical Writing

Writes investigation reports, describing findings, conclusions, potential for public health or environmental impacts and makes recommendations for follow up. Writes technical reports in specific program areas of involvement complete with analysis, conclusions, and recommendations. Writes permits and permit review reports that substantiate and document basis for conditions in the permits. Drafts enforcement referrals, consent agreements, and civil penalty actions. Compiles information for administrative rule revisions and assists in developing new rules or guidelines.

4. Technical Assistance

Provides information and assistance to industry, the public and governmental agencies on environmental matters or procedures. Interprets rules, regulations, laws, procedures to answer questions and concerns for industry, the public, and other governmental agencies on specific program.

RELATIONSHIPS WITH OTHERS

The Environmental Specialist 2 has regular in-person and telephone contact with the public and regulated community representatives to explain environmental rules and laws, answer general technical inquiries, respond to complaints, perform inspections or investigations, and to gain cooperation in achieving compliance. There is regular contact with Department staff, other governmental agencies, and scientific professionals to exchange information, and occasionally with the media to represent the department in matters of pollution control and environmental education.

SUPERVISION RECEIVED

The Environmental Specialist 2 receives general supervision from an environmental supervisor who reviews completed work for technical adequacy and accuracy and adherence to agency, State, and Federal guidelines. Work is assigned by special project, written work plans, and may be scheduled (e.g., permit review schedules, compliance inspections) or unscheduled (e.g., requests for permits, complaints, spills). The employee is responsible for the organization and timely completion of the work.

The Environmental Specialist 2 uses administrative rules and procedures, State and Federal laws, land use planning goals, and Department policies and procedures as guidelines for completing the work.

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

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

Skills:

Skill using analytical techniques and scientific principles to evaluate data/environmental problems in an environmental protection, control, or monitoring program or project.
Skill analyzing data, evaluating facts, and choosing prescribed courses of action.
Skill applying tact and diplomacy with others to gain cooperation.
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.

Some positions in this class may require:

Registration as a sanitarian in the State of Oregon.
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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