



ENVIRONMENTAL SPECIALIST 3

3822

GENERAL DESCRIPTION OF CLASS

The ENVIRONMENTAL SPECIALIST 3 applies comprehensive environmental knowledge and experience to review and evaluate environmental documents and data, solve difficult environmental problems, conduct complex compliance investigations and inspections, and coordinate project or program activities in the air, water, solid or hazardous waste programs.

DISTINGUISHING FEATURES

This is the third level of a three-level series. Assignment to major, complex pollution sources or environmental problems distinguishes this class from the lower levels.

Employees in this class apply advanced principles and methodologies to environmental problems and may have additional expertise in a specific area. The Environmental Specialist 3 has the authority to initiate a nonprescribed course of action on a case by case basis.

Major, complex environmental sources or problems are characterized by multiple waste streams (e.g., air, water and solid waste), wastes or emissions having significant potential public health or environmental impact if uncontrolled, and the requirement for complex analyses, evaluations or measurement 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. Analysis/Evaluation

Reviews and evaluates complex pollution control facility plans, reports, tax credit applications, variance requests, proposed compliance strategies or other proposals and recommends approval or disapproval. Evaluates potential environmental impacts (e.g., physical, biological and chemical measures of water quality) of proposed new sources or projects and conducts follow-up investigations.

Conducts studies on complex environmental issues and their effects on public health and the environment. Gathers, evaluates, and interprets environmental data for complex sources of pollution to determine regulatory compliance, ambient conditions, trending, and cause and effect relationships between contamination sources and impacts.

Reviews, evaluates, and edits permits or technical reports written by Department staff. Reviews and evaluates proposed or new legislation to identify issues and analyze impacts on Department programs.

2. Technical Writing

Writes reports of investigations describing findings, conclusions, potential for public health or environmental impacts and makes recommendations for follow up. Write 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.

Researches special environmental problems and writes reports of findings. Evaluates needs, writes rules, and prepares and presents staff reports for hearing authorization and final rule adoption to carry out technical program activities. Writes grant proposals and applications to fund specific aspects of Department technical programs.

3. Inspections/Compliance/Enforcement

Inspects major, complex pollution sources and pollution control facilities for compliance and enforces environmental rules and permit conditions. Develops and implements enforcement strategies to solve violations. Negotiates compliance schedules and activities with the regulated community and follows up on progress. Investigates complaints on complex sources or issues and initiates corrective action as appropriate. Responds to major oil, sewage, and chemical spills requiring containment and cleanup of the spilled substance.

4. Technical Assistance

Provides technical expertise to other Department staff, the regulated community, and the public to solve difficult environmental problems. Interprets rules, regulations, laws, and procedures to answer questions and concerns and provide direction for agency staff, industry, the public, and other governmental agencies on specific program areas. Drafts interpretive memos, guidance memorandums, and implementation strategies for department staff and the regulated community.

Serves in a staff role to advisory committees preparing special reports and responding to specific inquiries. Evaluates technical training needs of department staff and the regulated community and develops and conducts formal or informal training sessions, technical workshops, and seminars.

5. Program/Project Development/Coordination

Assists program manager to develop and put into effect short and long range goals and objectives for special projects or specific program areas. Coordinates project or program development activities with other state agencies, advisory committees, industry, or special interest groups. Develops, tracks, and monitors project schedules and budgets. Prepares project status reports. Develops Federal budget applications and cooperative agreements for program activities. Evaluates project effectiveness and recommends modifications.

RELATIONSHIPS WITH OTHERS

The Environmental Specialist 3 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. They regularly talk with Department staff, other governmental agencies, and scientific professionals to exchange information. The Environmental Specialist 3 occasionally contacts local governments to persuade them to accept ideas and take actions to protect the environment, with attorneys and special interest groups to exchange information and explain agency policy and procedures and with the media to represent the Department in matters dealing with the control of pollution and environmental education.

SUPERVISION RECEIVED

The Environmental Specialist 3 receives general supervision from an environmental supervisor who reviews work periodically during informal discussions and staff meetings to assess progress and to establish workload. Work is reviewed upon completion for accomplishment of work plans and to ensure that program

goals are met. Supervisors are available for consultation and advice. Work assignments are presented, verbally or in writing, by supervisory staff in the form of a problem to be analyzed, an idea or concept to be investigated, or an evaluation that needs to be made. To provide guidelines for problem solving and decision making, the Environmental Specialist 3 uses administrative rules and procedures, State and Federal laws, land use planning goals, and Department policies and procedures as guidelines for completing their work.

GENERAL INFORMATION

Some positions in this class may work with flammable, corrosive, reactive, toxic, or noxious materials and be required to use appropriate personal protection or safety equipment.

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.
General knowledge of laws, procedures, and regulations governing one or more specific environmental programs or subprograms.
General knowledge of air, water, hazardous, or solid waste pollution measurement and/or control principles, practices, or equipment.
Basic knowledge of trends, technological changes, and developments in the environmental protection field.

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 determining alternative solutions.
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 or decisions.
Skill writing clear and concise investigative, technical, or narrative reports.
Skill recognizing noncompliance and procedural irregularities in an environmental program.
Skill testifying in administrative hearings or court proceedings.

Some positions in this class may require one or more of the following:

Skill applying generally accepted environmental standards to the source being reviewed.
Skill responding to major oil, sewage, and chemical spills and making recommendations for handling them.
Skill reviewing the work of others to determine accuracy and adequacy of identified conditions, criteria, recommendations, and supporting materials.

Special qualifications:

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