



ENVIRONMENTAL SPECIALIST

Department	Environmental Services	FLSA Status	Exempt
Section	Environmental	Bargaining Unit	CWDEA
Reports To	Environmental Supervisor	SRN	A39
Job #	40168	EEO Job Category	2 – Professionals
Supervises	Not Applicable		

JOB SUMMARY:

This is a journey-level professional environmental specialist responsible for performing complex biological and environmental studies. This position will be responsible for monitoring federal, state and local environmental regulations and legislation. The environmental specialist will also prepare technical environmental reports and documents affecting the domestic water, sanitation, irrigation, drainage and stormwater functions of the district.

ESSENTIAL FUNCTIONS:

1. Participates effectively with technical work groups and other meetings with consultants, resource agency groups and environmental groups.
2. Conducts environmental and biological studies, coordinates biological and environmental work performed according to consultant agreements and prepares technical biological and environmental reports and documents.
3. Analyzes district programs for compliance with applicable federal, state and local environmental laws and regulations.
4. Coordinates with and obtains information from district staff, regulatory agencies and other federal, state and local agencies as required for environmental compliance for district functions.
5. Analyzes CEQA/NEPA environmental documents and legislation that impacts the district.
6. Prepares technical support data for board reports, letters, reports, documents and general correspondence to ensure compliance with applicable federal, state, and local laws and regulations as well as district policies.
7. Performs biological field surveys and jurisdictional delineations and prepares and implements environmental mitigation programs for district functions.
8. Allied functions related to environmental sciences.

MINIMUM QUALIFICATIONS:

Education: Bachelor of Science in Biology, Environmental Science, Geography, Environmental Engineering, Urban Planning or related field from an accredited college or university.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way would be to have 4 years of environmental compliance or biological monitoring experience.

Job Title	Environmental Specialist	Adopted	April 2015
Job Code	40168	Reviewed/Revised	June 2020
Bargaining Unit Approved	CVWDEA	Supersedes	Not applicable



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Knowledge of:

- National Environmental Policy Act
- California Environmental Quality Act
- Clean Water Act
- State and Federal Endangered Species Act
- California Fish and Game Code
- Project management skills
- Extensive knowledge of southern California biological communities
- Local, State, and Federal environmental regulations
- Habitat and Natural Community Conservation Plans
- Endemic fish and wildlife species within CVWD

Abilities:

- Understand and critically review environmental laws and policies
- Prepare concise and clear reports
- Plan, organize, and manage environmental projects
- Effective verbal and written communication skills
- Working knowledge of common computer applications
- Obtain state and federal permits to work with state and federally listed species.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

- Licenses – Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification. Ability to maintain insurance under the District’s Vehicle Insurance Policy.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites including over rough terrain.
2. May work in extreme weather conditions including heat and rain.
3. Uses telephone and two-way radio to communicate.
4. Uses personal computer, keyboard, mouse and monitor for long periods.
5. See Human Resources for Physical Assessment Form.

Read and Acknowledged: _____ / ____ / ____
Employee Signature Date

Employee Name (Printed)

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