



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

ENVIRONMENTAL ANALYST I/II

DEFINITION

Under general direction of the Public Works Director, administers the City's storm water and environmental pollution control programs in compliance with established Federal, State and local regulatory standards and permit requirements; performs highly technical and specialized functions to preserve environmental resources and to provide public protection in the areas of storm water, Clean Water and other related programs.

EXAMPLES OF DUTIES (illustrative only):

- Investigates and traces the sources of illegal discharges entering the City's storm water collection system.
- Prepares memoranda, written, oral, tabular, and graphic reports which often require calculations; prepares notices of requirements and violations of City regulations; makes and/or participates in presentations to technical and non-technical audiences.
- Assists in the development, implementation and monitoring of goals, objectives, policies and procedures, work standards and the biennial budget for the division.
- Plans and coordinates projects and may lead assigned staff and consultants; prepares and reviews analyses and work products developed by project team members regarding Clean Water and water resource management issues and policy recommendations.
- Participates in and leads discussions at meetings, workshops and conferences with technical and management representatives of state, federal, local water agencies, and other stakeholder groups; exchanges technical information regarding water supply, water quality, and water reclamation activities impacting the City.
- Establishes water quality monitoring programs in compliance with state and federal regulations; reviews proposed regulations and legislation to determine potential operational and/or fiscal impact on the City.
- Prepares project documents including project justifications, budget analyses, preliminary cost estimates, project authorizations and schedules.
- Develops, reviews and administers contract agreements with a variety of outside agencies, including writing and issuing request for qualifications/request for proposal, interviewing consultants, reviewing and evaluating proposals, writing contracts and issuing the notice to proceed in order.

- Conducts and/or participates in routine inspections to ensure compliance with applicable storm water codes, regulations, laws and MRP requirements.
- Assists in the development and administration of wastewater, storm water and other discharge/pollution prevention programs.
- Develops, administers and maintains an action plan that details methods to be used to study and evaluate pollution in the City's storm drainage.
- Develops and administers an Urban Runoff Management Program, Green Infrastructure Plan and a Storm Water Resource Plan.
- Conducts field screening, sampling, testing and analysis of flood control channels and storm drains pursuant to the National Pollution Discharge Elimination System (NPDES) permit application requirements.
- Develops a storm drainage enterprise which addresses EPA storm water control requirements and identifies program financing sources.
- Conducts inspections and field investigations to ensure compliance with the City's pollution source control programs.
- Prepares, reviews and submits periodic reports on the status of the City's Clean Water program and wastewater and storm water discharge programs.
- Acts as a primary resource, team or project lead, and/or City/departmental representative in designated area(s), including integrated waste management, resource conservation, urban runoff/clean water program, legislative advocacy, and/or resource development and planning.
- Builds and maintains positive work relationships with coworkers, other City employees, other organizations and their representatives, political officials and their representatives, and the general public, including exhibiting effective customer service and communication skills.
- Reviews and coordinates with appropriate personnel the implementation of local, state and federal laws and regulations pertaining to water quality and water reclamation projects.
- Performs data collection, interpretation, econometric and trend forecasting, regression and other technical analysis and research in support of water resources planning, environmental planning, urban runoff, Clean water, and other water and pollution management programs.

QUALIFICATIONS

Knowledge Of:

- Principles and practices of policy development and implementation;
- Principles and practices of business correspondence and report writing;
- Standard computer hardware and software;
- Urban Runoff Pollution Control including administration of a Municipal storm water permit program and storm water fee and rate setting;
- Federal, state and local rules, regulations and standards governing potable and recycled water supplies and urban runoff pollution control;
- Scientific and environmental principles, practices and methods related to potable and recycled water supplies and urban runoff pollution control;
- Principles of algebra, geometry and trigonometry sufficient to perform scientific calculations and interpret findings of scientific reports;
- Budgeting procedures and applications;
- Symbols and techniques used in water resources planning;
- Basic water chemistry;
- Principles and practices of contract management.

Ability To:

- Design and implement a comprehensive environmental services program;
- Gain cooperation and agreement through discussion, persuasion and negotiations;
- Read, understand, apply and explain pertinent departmental, local, state, and federal laws, rules, regulations, policies and procedures;
- Establish and maintain a positive and effective working relationship with those contacted in the course of work;
- Communicate clearly and concisely, both orally and in writing;
- Work effectively as a member of team or workgroup;
- Perform and verify scientific computations;
- Organize and manage multiple tasks concurrently;
- Operate a personal computer and use general office and specialized software programs;
- Analyze and evaluate technical and statistical data and to reach sound conclusions;
- Represent City interests effectively in meetings with other local, State and/or Federal agency representatives and/or members of the public;
- Coordinate and manage assigned projects;
- Conduct studies, evaluate data, and form accurate conclusions;
- Exercise sound, independent judgment and initiative within established guidelines;
- Apply scientific principles and techniques to the solution of technical problems;

REQUIREMENTS

Any combination of education and experience that has led to the acquisition of the requisite knowledge, skills and abilities may be considered. Typical ways of acquiring these knowledges, skills and abilities are **for both positions**:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in Environmental Science, Environmental Engineering, Geography, Geology, Chemistry, or a closely related field.

Additional Requirements

ENVIRONMENTAL ANALYST II

In addition to the above, two years of full time experience in water resources planning, water reclamation, water quality monitoring or related experience comparable to that of an Environmental Analyst I.

ADVANCEMENT

Incumbents may advance from the Environmental Analyst I to the Environmental Analyst II level, after two years of demonstrated ability to effectively perform the full range of duties of the lower level position, as recommended by the supervisor and approved by the Public Works Director.

OTHER REQUIREMENTS:

- Must possess and maintain a valid California Driver's license and have a satisfactory driving record.
- Must successfully complete a background check which includes verification of education and experience.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

On a routine basis, sit at a desk for periods of time in front of a computer screen; intermittently twist to reach equipment or supplies surrounding desk; perform simple grasping and fine manipulation; use telephone and computer keyboard on a daily basis. Must be able to stand, walk, kneel, squat, climb and lift, push or pull up to 20 lbs. frequently and occasionally up to 30 pounds; intermittently work out of doors under varying climatic conditions on irregular terrain. Must have a good field of vision and ability to distinguish basic colors. Must be able to work weekends, holidays and off-hours as necessary. Must be able to perform the essential functions of the job including the ability to sit for extended periods of time; to reach above and below shoulder height; hear, speak, and see sufficiently to perform essential job functions; periodically drive vehicle on paved as well as dirt roadways.