

ENVIRONMENTAL SPECIALIST

Position Title: Environmental Specialist\
Department: Public Works
Department Head: Public Works Director
Immediate Supervisor: WWTF Superintendent
Pay Range: 7 **FLSA Status:** Non-exempt

APPROVED:	_____
REVISED:	_____
REVISED:	_____
REVISED:	_____

Purpose

Provides general and technical support services to City staff for environmental/regulatory issues under direction of the Public Works Director. Acts as City liaison for environmental services when requested. Maintains an awareness of potential future environmental regulation changes that may affect operations within the City. Prepares research memoranda addressing identified environment/regulatory issues.

Organizational Relationships

Reports to: WWTF Superintendent

Communicates with: *Internally* – City Administrator, City Council, other Department Directors, and Fire Department; *Externally* –, MPCA, MN Departments of Public Safety and Health, EPA, DNR and FAA.

Supervises: None

ESSENTIAL FUNCTIONS

1. Environmental Services
 - a. Facilitates regulatory and permitting efforts regarding wetland and public waters issues. Coordinates efforts in support of Planning and Engineering staff, and in coordination with the MnDNR, County Environmentalist, CROW (Crow River Organization of Water), HAWK Creek Water Shed and other regulatory and support agencies. Maintains inventory of wetlands and public waters within the City limits.
 - b. Coordinates City's stormwater management program. Helps facilitate MS4 Annual Reporting requirements. Maintains an inventory of public and private stormwater ponds and their design criteria. Manages information received from and participates in periodic inspections of stormwater ponds. Works with GIS Technician and Utility Account Technicians to address stormwater utility issues.
 - c. Determines stormwater maintenance priorities, assigns work to appropriate personnel, and coordinates the completion of work.
 - d. Prepares and presents reports, recommendations and studies to staff and governing bodies, at public hearings and meetings, and to public and private agencies and groups.
 - e. Coordinates City's energy efficiency program. Prepares and presents energy usage reports. Manages energy usage data to comply with reporting requirements associated with State energy efficiency grants.
 - f. Facilitates the development and management of the City's sustainability efforts including inventorying HVAC systems and energy consumption tracking programs. Researches and develops grant opportunities and project feasibility that reduce energy use and waste generation
 - g. Provides support services for permitting related to specific construction projects; sanitary sewer permits from the MPCA, river or other water-body crossings, etc.
 - h. Provides support for regulatory and environmental issues at the Wastewater Treatment Facilities, and other City facilities. Prepares required environmental permits for City-owned facilities. Prepares and files required associated periodic reporting. Makes recommendations about issues/concerns regarding environmental compliance.

ENVIRONMENTAL SPECIALIST

Position Title: Environmental Specialist\
Department: Public Works
Department Head: Public Works Director
Immediate Supervisor: WWTF Superintendent
Pay Range: 7 **FLSA Status:** Non-exempt

APPROVED:	_____
REVISED:	_____
REVISED:	_____
REVISED:	_____

- i. Helps provide city coordination and follow up on spills or environmental emergencies or natural emergencies under the direction of the Chief of Police/Emergency Services, Public Works Director, Fire Chief or other management staff. Provides follow-up as needed with the MPCA, other regulatory agencies, and/or the Responsible Party.
 - j. Coordinates with IT Department posting of information on the City Website and WRAC-8.
 - k. Helps facilitate an educational outreach program for environmental issues.
 - l. Oversees enforcement and revisions of City ordinances related to Environmental Issues.
 - m. Provides general support services for other environmental and regulatory issues as requested.
 - n. Review City fueling facilities licensing and permitting requirements.
2. NPDES – National Pollutant Discharge Elimination System
- a. Prepares required NPDES permits for City-owned facilities in coordination with facility managers. Prepares and files required associated periodic reporting.
 - b. Serves as local resource for industries required to have NPDES permits. Maintains records of existing permit holders, and help coordinate efforts with City initiatives.
 - c. Coordinates City efforts as it relates to the federal and state NPDES regulations. Assists in identifying permit requirements as they relate to public information, staff information, and best practices within Public Works.
 - d. Facilitates the state permitting required in coordination with LMC, the Public Works Director and other related departments. Completes and updates required permits and submittals. Assists in identifying permit requirements as they relate to requirements and best practices for City staff.
 - e. Facilitates the permitting and monitoring required by the City, and provide support and training for City staff, builders, developers, contractors and utility companies. Works with Engineering, Building and Planning staff to develop policies and handouts. Serves as main resource point for construction-related NPDES permits. Notifies responsible parties of violations according to City policy. Follows up on enforcement actions taken by City staff.
3. Industrial Regulation
- a. Helps facilitate the development and management of the City's MPCA Delegated Industrial Wastewater Pretreatment program in coordination with the Wastewater Superintendent. Helps coordinate efforts of the industries with city staff. Maintains an inventory of industries regulated and the parameters of their permits. Periodically reports compliance with permit provisions.
 - b. Coordinates and participates in the monitoring and enforcement of existing permitted industries Industrial WW Discharge permits. Works with industries to provide support for addressing treatment, testing and other industrial issues. Maintains contact list for permitted industries. Prepares periodic communications with permitted industries.
 - c. Helps prepare new and temporary Industrial Wastewater Discharge permits in coordination with the Wastewater Superintendent and Public Works Director. Maintains files with appropriate data for each permitted industry. Ensures appropriate information is gathered for new industries.
 - d. Maintains an awareness of potential future regulatory changes, and provide support and information to industries regarding how they may effect city or industrial operations.

Other Duties and Responsibility's:

Performs other related duties as assigned by supervisor or as apparent.

ENVIRONMENTAL SPECIALIST

Position Title: Environmental Specialist\
Department: Public Works
Department Head: Public Works Director
Immediate Supervisor: WWTF Superintendent
Pay Range: 7 **FLSA Status:** Non-exempt

<i>APPROVED:</i> _____
<i>REVISED:</i> _____
<i>REVISED:</i> _____
<i>REVISED:</i> _____

Machines, Tools and Equipment Used:

City vehicles and office equipment such as telephone, calculator, fax and copier.

Required Knowledge, Skills and Abilities:

- Working knowledge of general environmental and regulatory issues concerning municipalities.
- Knowledge of NPDES permit procedures.
- Attention to accuracy and detail.
- Effective written and oral communication skills.
- Skilled in a variety of computer software applications such as word processing.
- Ability to work effectively with the public, contractors, regulatory agencies and staff.

MINIMUM QUALIFICATIONS

Bachelor of Science degree in environmental related field **and** three years of experience in position(s) of similar complexity, or equivalent combination of education and experience.

DESIRABLE QUALIFICATIONS

UofM Inspector/Installer, UofM Site Management, UofM SWPPP Design, or have the ability to obtain.

WORKING CONDITIONS

Work is performed indoors in a typical office setting and outdoors while visiting Public Works buildings/facilities and numerous work sites. Operates a City vehicle for regular transportation needs. Sits for extended periods of time. Stands, walks, and performs a variety of physical movements while conducting field inspections Noise in work place is usually quiet but may be exposed to louder noises at work sites. Uses large and fine motor skills. Uses different types of vision and hearing to perform field and office work.