



City of Watsonville

Job Description

JOB TITLE: Environmental Projects Analyst/Sr.

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Environmental Sustainability Manager

SUPERVISION: None

EMPLOYEE UNIT: Management

FLSA: Exempt

JOB SUMMARY: To perform a variety of professional level duties and responsibilities involving environmental compliance planning, auditing, inspecting, testing; regulatory compliance activities and reporting for the Department of Public Works and Utilities. Develops, implements and coordinates environmental and sustainability programs and projects in areas such as water and energy efficiency, watershed management, stormwater pollution prevention.

Prepares, analyzes and coordinates program and/or project budgets. Assists in the preparation of the Division's annual budget.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification. Employees at this level receive regular instruction or guidance as new or unusual situations arise, and are expected to be fully aware of the operating procedures and policies of the division. The Environmental Projects Analyst is differentiated from the senior in that the latter assumes full project management responsibilities with little supervision and reflects a level of expertise in one of more areas of environmental and regulatory compliance.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Environmental Sustainability Manager

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Participate in the development and implementation of environmental compliance goals, objectives, policies, plans and procedures; interpret and apply pertinent federal, state and

local laws, rules and regulations to ensure compliance; perform required notification, coordination, and reporting with a variety of regulatory agencies

- Assist in the development, implementation and maintenance of environmental reporting systems; prepare reports necessary to meet environmental reporting requirements
- Assist in implementing environmental compliance programs pertaining to hazardous waste, stormwater protection, air quality, flood management, industrial hygiene, and sewer discharges
- Administer contracts with consultants and contractors to ensure all City requirements are met
- Researches potential outside funding sources for local programs and prepares grant applications and accompanying reports, as necessary
- Coordinate environmental compliance activities for the Environmental Sustainability Division including water quality, hazardous wastes, industrial hygiene, stormwater, wastewater discharges
- Assist in conducting environmental compliance audits and assessments of citywide facilities to ensure compliance with all environmental laws and regulations and department environmental policies and procedures
- Assist in the preparation of environmental compliance plans, strategies, responses as requested by regulatory agencies, including responses to charges or violations
- Serve as the liaison for the Environmental Sustainability Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues
- Coordinate efforts to comply with stormwater pollution prevention program requirements
- Monitor legislation and regulations that may impact the Public Works and Utilities Department and develop comments on proposed regulatory actions
- Participate in a variety of trade associations and organizations concerning environmental laws and regulations; participate in professional associations and committees
- Provide responsible staff assistance to the Environmental Sustainability Manager; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to environmental services programs, policies, and procedures as appropriate
- Perform related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices and techniques of public administration with emphasis in sustainability programs and policy
- Best practices in one or more of the following areas: zero waste, water efficiency, water resources, watershed management, climate resiliency, energy, etc.
- Applicable federal, state and local laws and regulations related to the environment and sustainability

- Quantitative and management analysis techniques
- Principles and techniques of project management
- General chemistry; hazardous and physical characteristics of chemical contaminants and microorganisms that affect drinking water quality
- Pertinent federal, state and local laws, codes and regulations
- Basic budget and financial principles
- Modern office practices, procedures and equipment
- Recordkeeping techniques and procedures
- Proper English usage, grammar, spelling punctuation, and vocabulary

Ability to:

- Plan, organize, interpret and explain City environmental and regulatory compliance activities and policies
- Actively participate in the development and implementation of environmental compliance strategies, plans and guidelines
- Assist in the development of environmental reporting systems
- Apply the laws and regulations to maintain environmental compliance
- Research and interpret complex technical information
- Remain current and respond to public requests regarding environmental issues; conduct a variety of surveys
- Prepare clear and concise reports; effectively monitor a program budget
- Develop and present training and public information sessions
- Prepare and maintain clear and concise records
- Keep abreast of current developments in assigned area(s) of specialty
- Respond effectively to changing environmental regulations
- Act as a resource for environmental and sustainability concerns
- Communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree from an accredited college or university with major course work in biology, environmental engineering, environmental or earth sciences or a related field
- Three years of work experience performing advanced research, program management, analysis, report writing and evaluation in the areas of sustainability and environmental programs

Senior Environmental Projects Analyst

- Five or more years of work experience performing advanced research, program management, analysis, report writing and evaluation in the areas of sustainability and environmental programs

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record