



CITY OF SUNLAND PARK, NEW MEXICO
POSITION DESCRIPTION

POSITION TITLE: ENVIRONMENTAL PROGRAM SPECIALIST		GRADE: 7
DEPARTMENT: SOLID WASTE	FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
APPROVED BY:		
_____	_____	_____
City Manager		Date
_____	_____	_____
Human Resources		Date

The following statements are intended to describe the general nature and level of work performed by this position. It is not intended to be construed as an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

PRIMARY PURPOSE:

To provide professional and technical program knowledge and support for environmental matters and regulatory compliance in accordance with applicable federal, state, and local laws and regulations. Performs a variety of responsible tasks including carrying out of projects or serving as a member of a project team in the resolution of problems related to solid and hazardous materials, site remediation, water resources, construction management, air resources or pollution prevention. You would provide non-engineering assistance and information to consultants and public officials and the regulated community in developing and implementing non-engineering aspects of regulatory, non-regulatory, and remedial programs related to solid and hazardous materials, site remediation, water resources, construction management, air resources, or pollution prevention. Additionally, this position is responsible for aiding in the sourcing of grants (which may include grant writing) or other funding for environmental, recycling and programs or projects which are intended to visually enhance the municipality. The incumbent will serve as the lead party in oversight, monitoring and evaluation of all environmental -related grants, programs or projects.

SUPERVISION AND GUIDELINES:

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Analyzes and evaluates compliance requirements to determine applicability to the City's circumstances and operations; identifies and anticipates emerging issues of importance to City of Sunland Park; evaluates compliance options and recommends strategies to minimize negative impacts and costs, while optimizing effective control and avoidance of attendant problems. Manages special projects and studies to meet compliance requirements or evaluate the impact of proposed/new regulations, which includes coordinating cooperative research and managing feasibility studies. On an issue by issue basis, evaluates monitoring and reporting data to determine the status of the City's compliance, seeking clarification when instructions from regulatory agencies appear to contradict permits or regulations. Advises Community & Economic Development and Public Works of changes in laws, regulations, and policies of regulatory agencies to ensure compliance with regulations, permit requirements, and deadlines; advises and assists during the development of departmental regulatory programs, ordinances, operating procedures, and public outreach. Prepares, or assists in the preparation of letters and documents that pertain to permit compliance and other regulatory matters, which includes progress reports for compliance schedules, requests for proposals to meet compliance requirements, requests for permit modifications, permit applications, and draft City ordinances. Maintains electronic and hard-copy reference materials pertaining to environmental laws, regulations, implementation guidance, agency policies, special projects, and related information. Represents City of Sunland Park utilities during public/stakeholder participation in the development of rules, implementation guidance, and policies; follows the public process in rulemaking to evaluate and anticipate possible impacts to the City. Coordinates with CRRUA and other relevant entities on issues of concern to the City of Sunland Park. Remains current with, and maintains a working knowledge of, applicable laws, regulations and policies, including the Clean Water Act, Safe Drinking Water Act, Resource Conservation and Recovery Act, CERCLA (Superfund), Emergency Planning and Community Right-to-Know Act, and other applicable laws and their subsequent federal and state regulations.

MINIMUM QUALIFICATIONS:

EDUCATION AND TRAINING

1. Bachelor's degree in environmental planning, environmental science or environmental studies; geography; natural science; physical science; civil, environmental or geological engineering; planning; public policy studies or public administration; landscape architecture; urban planning or urban studies; economics or business administration.
2. Two (2) years professional experience in environmental regulatory compliance or environmental program management area. A combination of education, experience, and training may be applied in accordance with City of Sunland Park policy.

LICENSE AND CERTIFICATES

Valid driver's license; Position requires an acceptable driving record in accordance with City policy.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Rule-making and legislative processes, environmental regulatory practices, requirements associated with environmental laws, budgets, cost analysis, research methods, report preparation, presentations, environmental issues, and any other related information; water principles, practices, processes, and environmental program management or public advocacy programs or projects related to environmental quality or environmental justice.

Skills in: Personal computer and software application use.

Ability to: Use computer applications for routine tasks (access/download information and documents on the Internet, search and retrieve information from reference CD-ROMs and databases, data analyses, preparation of spreadsheet tables, slides and overheads, and word processing); communicate effectively in writing and orally to a broad range of audiences; clearly document activities for compliance and environmental records; work independently and in teams; occasionally operate a motor vehicle and navigate across even and uneven surfaces.

ENVIRONMENT AND PHYSICAL FACTORS:

Work is typically performed in an office environment; occasional examination of field sites, community outreach, event coordination.

Light physical work involving motor skills when utilizing computer or other instruments; requires work with standard office equipment, scientific equipment, and files; required to operate a vehicle; strong verbal and auditory abilities; visual acuity to review documents, hand written records and typed documents.

Extended hours and periodic travel when necessary.

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I have read and understand the position description and confirm that I am able to perform the essential functions, duties and responsibilities as described above. I understand that this is not an employment contract and this document is subject to revision as needed.

Employee's Signature

Date

Print Name

Supervisor's Signature

Date