

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB517 Environmental Specialist I
<b>POSITION #/TITLE:</b> 1334, 2342 Environmental Specialist I - WPC	<b>Adopted:</b> 12-15
	<b>Revised:</b> 02-16

**POSITION DESCRIPTION**

<b>Dept /Division:</b> PW/Sewer	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 10
<b>Reports To Position #/Job Code #/JC Title:</b> 0806/NB201/Utilities Environmental Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Very Heavy	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment, Typing test, MS Word, Excel
<b>Personal Protective Equipment:</b> Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Respirator, Protective Clothing	

**General Statement of Duties**

Facilitate compliance of National Pollution Discharge Elimination System (NPDES) permit issued by the Iowa Department of Natural Resources (IDNR), City Code, and environmental program initiatives through site inspection, sampling, equipment operation and maintenance, professional development, community outreach, and data collection; performs related work as required.

**Distinguishing Features of the Class**

Considerable leeway is granted for the exercise of independent judgment and initiative. May assume additional duties in the absence of the Environmental Program Manager.

**Examples of Essential Work (Illustrative Only)**

Conduct site inspections in support of NPDES permits, City Code, and environmental programs;  
 Supports NPDES permit reporting and monitoring through data assimilation and written analytical reports as per work assignments;  
 Collaborate with other departments as well as key outside entities to achieve compliance and environmental program goals, examples include:  
 Manage Industrial Pretreatment program; submit report to IDNR each year in March;  
 Act as the liaison between Industry representatives and City staff from Laboratory;  
 Manage Flow-monitoring network across City Sewer system and report data to City staff;  
 Inspect and take samples as needed from storm water outfalls, as mandated by NPDES MS4 permit;  
 Assist with inspection and reporting erosion control and storm water management issues to Environmental Stormwater Specialist;  
 Maintain and update databases and records regarding compliance and corrective actions;  
 Assists in the calibration of troubleshooting analytical and field equipment;  
 Prepares chemical reagents and standards for calibration of equipment and other analytical needs;  
 Responds to emergencies as required;  
 Conducts private and public educational outreach;  
 Participates in training/cross training of other City staff;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Attends work regularly at the designated place and time;

Attends meetings, conferences and workshops;  
Supports continuous process improvement initiatives;  
Perform related work as required.

### **Required Knowledge and Abilities**

Thorough knowledge of environmental compliance regulations and requirements, which may include NPDES, Safe Drinking Water Act, and Air Quality Title V Operating Permits;  
Thorough knowledge of utility location, easement and construction;  
Thorough knowledge of remote sensing and communication equipment operation and maintenance;  
Good knowledge of Microsoft products (excel, power point, word, project);  
Ability to organize and conduct environmental compliance, metering, and sampling activities;  
Ability to communicate effectively and maintain working relationships with property owners, utility representatives, contractors, developers, City personnel and the public both orally and in writing, using both technical and non-technical language;  
Ability to prepare accurate and reliable reports containing statistical analysis, biological and chemical terminology, flows, findings, conclusions and recommendations;  
Knowledge of laboratory safety procedures, proper use of safety equipment, right to know laws, CPR and First Aid;  
Skill in use and operation of standard and advanced analytical instruments in addition to field work equipment;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in environmental sciences, environmental engineering, chemistry, ecology, biology, microbiology, geology or related field; and Considerable experience coordinating environmental compliance activities, specifically erosion control and stormwater; conducting field inspections or managing related programs, flow monitoring experience in sanitary sewers and open channels; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Valid State of Iowa Driver's license upon appointment.

### **Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:  
Sufficient physical strength to access civil infrastructure through manholes  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to inspect construction sites,  
Sufficient manual dexterity, which permits the employee to operate a computer keyboard;  
Sufficient personal mobility, which permits the employee to walk through disturbed soil and varying terrain for inspection purposes.