

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB518 Environmental Specialist II
<b>POSITION #/TITLE:</b> 0765 Environmental Specialist II - Stormwater	<b>Adopted:</b> 12-15
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Public Works/Sewer	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 11
<b>Reports To Position #/Job Code #/JC Title:</b> 1039/NB149/Sewer Superintendent	<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	

<b>General Statement of Duties</b>
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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.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. This class is distinguished from the class of Environmental Specialist I – Stormwater by the assumption of additional duties in the absence of the Stormwater Coordinator, 4 years of experience within job-specific duties and responsibilities, obtaining position-specific certifications, and providing written reports to regulators.

<b>Examples of Essential Work (Illustrative Only)</b>
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- Conduct site inspections in support of NPDES permits, City Code, and environmental programs;
- Inspect and enforce erosion control and stormwater management practices on all required sites;
- Investigate complaints and document resolutions;
- Participate and at times conduct NPDES related activities to include but not limited to, watershed assessments and illicit discharge investigations;
- Review stormwater pollution prevention plans, erosion control plans, and permits as required;
- Support NPDES permit reporting and monitoring through data assimilation and written analytical reports;
- Maintain and update databases and records to document compliance, enforcement and corrective actions;
- Collaborate with other departments as well as key outside entities to achieve compliance and environmental program goals;
- Assist in the calibration of troubleshooting analytical and field equipment;
- Use GPS gear occasionally for job site inspection and monitoring;
- Respond to emergencies as required;
- Conduct private and public educational outreach;
- Participate in training and cross training of other City staff;
- Perform all work duties and activities in accordance with City policies, procedures and safety practices;
- Attend work regularly at the designated place and time;

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

### **Required Knowledge and Abilities**

Thorough knowledge of environmental compliance regulations and requirements, specifically the Clean Water Act and associated NPDES permits;  
Thorough knowledge of public infrastructure, easements, and construction site practices;  
Thorough knowledge of stormwater pollution prevention plans (SWPPP's), erosion control devices, strategies, and practices;  
Good knowledge of remote sensing and communication equipment operation and maintenance;  
Good knowledge of Microsoft Office productivity software;  
Ability to read and interpret technical plans and specifications;  
Ability to operate a computer using applicable applications for assigned duties and responsibilities;  
Ability to organize and conduct environmental compliance and sampling activities;  
Ability to communicate effectively with property owners, utility representatives, contractors, developers, City personnel, and the public both orally and in writing, using technical and non-technical language;  
Ability to prepare accurate and reliable reports containing statistical analysis, biological and chemical terminology, flows, findings, conclusions and recommendations;  
Ability to work safely using appropriate techniques and personal protective equipment;  
Ability to work cooperatively and to maintain working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge;  
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; 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 Drivers license upon appointment.  
EnviroCert International Certified Professional in Erosion and Sediment Control (CPESC)  
EnviroCert International Certified Municipal Separate Storm Sewer System Specialist (CMS4S)

### **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.