

*Code: 1554*

*Title: ENVIRONMENTAL SERVICES OFFICER-FINANCE & RISK MANAGEMENT*

**SUMMARY:** Develops, coordinates and plans a program to ensure environmental control and regulatory compliance of environmental issues involving all County buildings and storage tanks. Plans and oversees a program of hazardous materials control and audits all County-owned buildings and liquid storage containers and advises management on issues involving environmental assessment of property.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and coordinates a County-wide program of environmental control and regulatory compliance for all County buildings and underground storage tanks to address elements such as asbestos, PCB's, and other hazardous materials;

Assesses, develops and implements an environmental monitoring program for County-owned buildings to include air, water and materials testing;

Monitors the department's operations and maintenance programs and ensures that department staff are adequately trained in hazardous materials control procedures;

Functions as a liaison with relevant regulatory agencies and county departments to ensure compliance with ordinances and Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements;

Reviews and analyzes changes in regulatory standards and regulations, and develops recommendations regarding changes to program;

Analyzes, coordinates and provides technical guidance to County management regarding environmental codes, procedures, and policies related to County building and hazardous materials control;

Develops, updates, and implements activity monitoring and tracking programs for asbestos-containing materials;

Monitors consultant and environmental control contracts to ensure adherence to relevant environmental regulations;

Determines methodology, collects and analyzes survey data on building hazardous materials and environmental problems, and develops recommendation plan for problem resolution;

Reviews construction and renovation plans for new and existing building to ensure materials used are in compliance with County standards and environmental regulations;

Maintains all records and documentation for compliance with federal and state regulations;

Performs or advises on environmental assessments associated with property acquisitions and makes recommendations on need for additional assessments or remedial action.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- the principles, practices, and methods of environmental control and assessment of hazardous materials related to property assessment, renovation and control;
- laws, rules, regulations, codes and ordinances pertaining to environmental control for buildings and storage tanks;

- field and laboratory measuring and testing devices, equipment and analytical methods related to environmental measurements;
- investigative techniques, research and trends in the practice of hazardous materials control and environmental assessment;
- principles, practices and techniques of time and project management.

Skill in:

- solving technical problems in environmental control, and in identifying and assessing potentially hazardous situations;
- principles and practices of project management;
- coordinating and conducting training on special environmental techniques, equipment and procedures;
- identifying and assessing environmental problems in buildings, and conducting applicable statistical and analytical analysis;
- interpreting environmental health laws, rules, regulations, codes and ordinances;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university in industrial hygiene, environmental science, environmental engineering or a closely related field as defined by the Appointing Authority and four years of professional level experience in environmental monitoring, management or enforcement, including one year of environmental project management or project coordination experience.

(The one year of project management/coordination experience may be concurrent with the general professional level experience.)

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.