

*Code: 2370*

*Title: ENVIRONMENTAL PLANNING AND COMPLIANCE OFFICER*

**SUMMARY:** Performs professional work implementing and enforcing environmental policies, procedures and regulations as they relate to County roadway construction projects and facilities.

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

Provides information and direction to project managers concerning compliance with federal, state, and county environmental regulations;

Conducts compliance inspections of County roadway construction sites and facilities regarding adherence to environmental regulations and permit restrictions/guidelines;

Prepares and/or reviews environmental permit applications for County roadway construction projects;

Provides direction to consultants to the most current environmental policy or regulations;

Establishes and maintains liaison relationships and coordinates environmental compliance and permitting activities with other county departments, public and private agencies, organizations and groups;

Reviews and analyzes new and revised federal, state and local laws, regulations and proposals, and assists management in developing departmental comments on proposed regulations;

Trains and advises project managers, contracted consultants, construction contractors and other County personnel on environmental compliance;

Oversees, monitors and coordinates environmental compliance with storm water and/or hazardous waste regulations for County Facilities;

Analyzes, interprets and implements County ordinances, federal and state laws regulating environmental compliance;

Maintains, monitors, and coordinates creation and maintenance of appropriate records and data and ensures they are up to date and in compliance with the current regulations and policies;

Receives, investigates and responds to environmental complaints;

Coordinate and initiate contracts for biological or hazardous waste surveys;

Monitors and evaluates the work of contracted consultants;

Develops recommendations for and monitors implementation of long-range, short-range and contingency plans;

Analyzes existing and proposed environmental planning programs for conformance to federal, state and local regulatory laws and guidelines;

Researches and prepares recommendations for the modification or development of departmental and County regulations, policies and procedures affecting air, water and land resources;

Represents the department and serves as departmental liaison to federal, state and local environmental planning and/or regulatory committees and agencies to coordinate activities and programs;

Conducts and evaluates environmental impact studies.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- principles, practices, and current developments in environmental planning and compliance;
- federal, state and local laws related to environmental planning and compliance;
- short- and long-range planning concepts;
- principles and practices of environmental compliance inspection, education and enforcement;
- biological and physical sciences applicable to environmental compliance inspection, education and enforcement;
- laws, rules, regulations, codes, and ordinances and their application to environmental compliance issues;

- research and data analysis practices and procedures;
- principles and practices of environmental planning and compliance administration;
- principles of staff supervision and training.

Skill in:

- reviewing and analyzing planning and compliance requirements and developing environmental compliance plans;
- coordinating environmental compliance with federal and/or state programs;
- preparing technical reports and evaluations;
- communicating effectively, orally and in writing;
- interpreting and applying federal, state and local laws pertaining to environmental planning and compliance;
- maintaining effective working relationships with other departments, governmental agencies and the public;
- using research methodology to formulate effective plans;
- monitoring and evaluating the work of contracted employees;
- interpreting and applying environmental compliance laws, rules, regulations, codes and ordinances;
- planning, organizing, coordinating and implementing environmental compliance programs and systems;
- environmental inspection and reporting practices and procedures;
- research practices and interpretation of scientific data and trends;
- dealing with the public in an effective and timely manner.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in planning, resource management, environmental science or a related field as defined by the Appointing Authority, and four years of experience in planning of which two years involved environmental or natural resource planning and compliance appropriate to area of assignment.

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

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require possession of a valid Arizona Class D Driver's License at the time of appointment.

Physical/Sensory Requirements: All positions require the ability to work outdoors in the extremes of heat, cold, and inclement weather, with potential exposure to dust, dirt, wind, construction activities and materials, and to traverse rough terrain.

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