

ENVIRONMENTAL PROGRAM ANALYST

DEFINITION

To perform professional level analytical and specialized work with the City's Clean Water/National Pollutant Discharge Elimination System (NPDES) Program ("Program"); to develop, implement, and promote environmental programs including oversight of integrated solid waste management, negotiate the solid waste collection agreement, serve as staff liaison for Solid Waste Joint Powers Authority and pollution prevention; and other engineering related activities. The NPDES Program includes: inspections of creeks, construction sites, businesses, and private property; public education; development plan reviews; creek restoration, and maintenance activities; perform other duties as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by higher level professional or management level personnel in the Engineering Division.

DISTINGUISHING CHARACTERISTICS

Duties are performed according to established procedures and guidelines. The incumbent develop and implement environmental-based programs that are varied and difficult; and tasks are performed independently. An incumbent actively assumes a lead role and demonstrates full competency and knowledge of the functional areas; operational and administrative procedures and policies; and changing laws and regulations of environmental resource management and other assigned programs. An incumbent may have responsibility for the training and oversight of work of assigned staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Essential

Assume responsibility for services and activities of environmental programs including integrated solid waste management, garbage franchise collection agreement, NPDES permitting and public information/education function, Climate Action/Carbon Footprint Reduction, Creek Protection and restoration, environmental purchasing, Green Building, Green Transportation, universal and hazardous waste disposal, related grants sought and other environmental and waste management programs.

Assists in the implementation of all waste reduction programs;

Maintains knowledge of applicable regulations, City and local ordinances, and local agreements relating to recycling and waste reduction.

Works with and monitors contractors to ensure compliance with the City's Construction and Demolition Ordinance;

Conduct research, field investigations and analysis related to integrated solid waste management (waste reduction, reuse, recycling, composting); pollution prevention (household hazardous waste, source point and non-source point water pollution); and/or urban runoff/clean water programs.

Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.

Participate in preparing and implementing the budget of assigned programs; prepare a variety of technical and administrative reports.

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Oversee and coordinate the work of consultants and contractors; meeting with developers and reviewing plans.

Organize and participate in assigned program area activities, including contract management and compliance, customer service and program outreach efforts, data collection and analysis, and presentation of technical and specialized data.

Participate in the development and implementation of plans and programs to preserve environmental resources and to provide public environmental protection.

Collect, monitor, analyze and evaluate environmental program data using a variety of modeling and statistical method and techniques.

Plan, organize and direct the development and implementation of new and revised environmental services programs; analyze program impact; coordinate program activities, including project planning, cost-benefit analysis, fund and bond financing and the utilization of special consultants in waste collection systems, solid waste management facilities and other environmental areas, such as climate action, creeks protection; apply for and administer grant funding as appropriate.

Oversee the preparation and implementation of marketing and public information campaigns; direct or develop special events and programs to promote and educate the public about recycling, resource conservation, and pollution prevention issues, including Climate Action/Carbon Footprint Reduction Bike to Work Day and Rideshare Week, Earth Day; oversee the preparation of brochures, press releases, and a variety of other educational and promotional items; manage outreach to existing business owners, residents, and other groups on awareness of City's environmental and recycling programs.

Develop and present report to Department Head, City Manager and City Council on environmental programs, including Green House Gas reduction, City's energy use, and solid waste, trash management, water quality.

May conduct site inspections of businesses, schools and residential areas to assess recycling, composting and waste reduction efforts and compliance with City ordinances

Design and develop a variety of materials and activities to promote, implement, and evaluate assigned environmental programs in a manner that will enhance public awareness, educate citizens to relevant environmental issues, and encourage proactive and cooperative problem-solving activities.

Represent the department and/or assigned program at conferences, public forums and community meetings as well as with inter-agency groups and committees.

Conduct presentations related to City's environmental programs; provide technical assistance/input as necessary.

Participate with other City departments, community service providers, consultants, other jurisdictions and agencies in environmental program development and coordination efforts as well as legislative advocacy and education.

Builds and maintains effective working relationships with coworkers, other City employees, other organizations and their representatives, and the general public.

Confers with other departments, public officials, consultants and citizens and explains applicable legal mandates and City policies and procedures; may make presentations on waste management projects and programs.

Important:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and industry practices of integrated solid waste management, source reduction, and recycling; clean water program management.

General marketing and outreach practices related to environmental programs.

Principles and practices of contract management, program development and implementation; organizational structure and processes.

Basic principles in reading and interpreting engineering site plans.

Principles and practices of business correspondence and report writing, modern office procedures, computer equipment and software; conflict resolution techniques.

Pertinent local, state, and federal laws, rules and regulations.

Safety hazards and appropriate precautions applicable to work assignments.

Ability to:

Organize, direct and implement as assigned environmental services program area.

Understand and participate in the preparation and administration of a program budget.

Analyze data and prepare technical reports, interpret and evaluate technical information including understanding engineering site plans, understand laws, regulations, and codes.

Problem solve, gain cooperation through discussion and persuasion; explain and interpret various rules and regulations.

Communicate clearly, concisely, and tactfully in both oral and written forms; accurately observing situations, document, and report observations.

Exercise independent judgment in carrying out projects and daily activities with or without supervision.

Accurately observe situations, document, and report observations.

Establish and maintain cooperative relationships with those contacted in the course of work by effectively interacting with the business community, government officials, and the general public.

Utilize personal computers and applicable computer software/programs, including Word and Excel.

Operate a hand-held radio.

Learn and comply with all appropriate safety precautions and practices.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of progressively responsible experience directly related to integrated solid waste management, environmental compliance, or resource conservation, waste reduction and recycling, urban runoff/clean water, hazardous materials management or related field.

Education:

Bachelor's Degree in Environmental Studies, Integrated Water Management, Public Administration or related field.

REQUIRED LICENSE:

Must possess and maintain a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Assigned duties and responsibilities require both office and field work. Typical office work would consist of using personal computer and telephone, and filing documents. Field work involves climbing up and down creek banks, traveling by foot within the creek bed, frequently using a hand held radio for communication purposes.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: between 3 to 6 hours of sitting; up to 4 hours of standing, walking, bending, crouching, stooping, twisting, and turning, grasping (firm), pinching, reaching forward and overhead; lifting and carrying computers and other office supplies/reference materials weighing up to 25 lbs., pushing and pulling 10 lbs. or less, eye-hand coordination; and driving; between 3 to 6 hours of verbal contact either face to face or on the phone (speech and hearing); finger dexterity and light grasping; vision acuity (near), and color vision.

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: taking, interpreting, comprehending and following instructions, simple to complex reading,

writing, and math skills; forming, analyzing, synthesizing, coordinating, compiling, computing, copying, comparing, speaking-signaling, negotiating, instructing, supervising, helping; perceiving pertinent detail in objects or in pictorial or graphic material; comprehending/following instructions; performing from simple, repetitive, tasks to varied, complex assignments, maintaining work space, relating to other people, influencing people, evaluating; generalizing; and responsibility for direction.

WORK ENVIRONMENT:

Work is performed indoors and outdoors, using a computer and other office equipment; working alone; working around or with others.