

**ENVIRONMENTAL SPECIALIST**

**SALARY GRADE:** C3-68

**DEFINITION:**

*Under general supervision, performs a variety of technical duties to ensure a comprehensive compliance program on multiple campuses for the management of all related environmental programs and issues.*

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

*Depending upon assignment, duties may include, but are not limited to, the following:*

- 1. Manage the numerous aspects of campus wide environmental programs. Writes technical documents and annual updates, such as the Hazardous Materials Business Plans [HMBPs], including uploads using CERS.*
- 2. Prepares periodic regulatory reports for areas such as E-waste, annual hazardous waste, air quality, industrial waste and Closure reports.*
- 3. Works with various agencies (Bay Area Quality Management District, California Integrated Water Management Board, Department of Environmental Health, Department of Health Services, etc.) to maintain environmental compliance.*
- 4. Participate in inspections on the campuses that store hazardous materials and waste; advises how the areas should be maintained; defines areas of improvement to meet district standards.*
- 5. Maintains detailed records with the highest level of record-keeping accuracy on training, manifests, universal waste management, and other environmental programs.*
- 6. Participates in the Closure process of defining residue waste in any area for re-utilization. Continue with the process through the closure plan, remedial activities, analytical verification of cleanup standards and final report editing.*
- 7. Performs waste determinations directly or with third party consultants for environmental sampling; interprets and reports analysis to agencies.*
- 8. Coordinates and performs data management for tracking all Universal Waste and Electronic Waste generated from all campus locations.*
- 9. Manages, signs, and tracks all outgoing Hazardous Waste Manifests and associated annual DTSC manifest reporting.*
- 10. Partners with campus departments, specifically Plant Services, to verify that essential changes, modifications or improvements are made to environmental standards.*
- 11. Develops environmental programs and training including online and conducts training through direct instruction or by hands-on demonstration; answers technical questions; and demonstrates the application of environmental rules.*
- 12. Communicates effectively to the campus staff in a manner to enhance environmental compliance.*
- 13. Performs HAZMAT/Waste inspections; maintains logs and spreadsheets of findings, share records with staff for instruction and progressive improvement.*
- 14. Responds to immediate environmental and/or operational concerns, and spills for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by departmental administrator.*
- 15. Safeguards district property; adheres to all federal, state and local laws and regulations regarding environmental safety issues.*
- 16. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.*
- 17. Uses safety equipment, supplies, and procedures to perform job duties, as required.*
- 18. Performs other related duties as assigned.*

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- 1. Federal, state and local rules and regulations pertaining to the district-wide environmental compliance programs.*
- 2. Inspection protocols and regulatory interface with agency inspectors.*
- 3. Chemistry and comprehensive industrial hygiene.*
- 4. Waste characteristics and waste determinations, familiarity with waste profiles.*

5. *Technical knowledge tempered with the ability to explain each compliance aspect.*

**Ability to:**

1. *Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.*
2. *Interpret, apply and explain rules, regulations, policies and procedures (such as the application of the Hazardous Materials Business Plan, Permitting Requirements, Storage Standards and Spill Control Measures) and other detailed programs tailored to the level of each department on campus.*
3. *Provide coordination or response to chemical spills and leaks with either the campus staff or with an environmental contractor, including the completion of all notifications.*
4. *Support the Contingency Plan for each campus or building occupied by the colleges.*
5. *Exhibit very strong interpersonal skills with the ability to use tact, patience, and courtesy in developing effective working relationships with others.*
6. *Perform administrative duties as assigned, including updating large spreadsheets and uploads*
7. *Effectively manage time and meet schedules for high volume productivity.*
8. *Understand and carry out oral and written instructions.*
9. *Observe safety requirements and safe work practices and methods as required.*
10. *Work independently and under minimal supervision.*

**Education**

*Bachelor's degree in a science field including course work in environmental studies/science chemistry or related disciplines.*

**Experience**

1. *Three (3) years of experience in a comparable position.*
2. *Working knowledge and experience with California Title 22 regulations and Air District permits and regulations.*

**License or Certification**

1. *Possession of a valid class C California driver's license.*
2. *Certification classes in asbestos and/or lead (preferred).*
3. *Hazardous Materials DOT certification course (preferred).*
4. *Hazardous Waste Operations and Emergency Response – HAZWOPER certification (preferred).*
5. *Registered Environmental Assessor certification or related certification (preferred).*

**WORKING CONDITIONS:**

**Environment:**

1. *Indoor, office environment and outdoor environment, with climate changes.*
2. *Hazardous conditions.*
3. *Includes local travel to conduct work.*

**Physical Abilities:**

1. *Hearing and speaking to exchange information.*
2. *Dexterity of hands to perform the tasks required of the position.*
3. *Sight in order to be aware of hazards and dangers found in the nature of the work.*
4. *Regularly stand, walk, and sit for extended periods of time.*
5. *Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.*
6. *Climb ladders of varying heights.*
7. *Ability to maneuver in crawl spaces, attics, elevated sheds and utility tunnels.*
8. *Lift moderate to heavy objects up to 50 lbs.*

Date Approved: December 2008; Revised: December 2014