

CLASS SPECIFICATION
Environmental Policy and Hazardous Materials Coordinator

FLSA Status: Exempt
Union Representation: COPPEA

GENERAL PURPOSE

Under general direction, performs difficult and responsible analyses of environmental issues and regulations in support of public works and regulatory activities, functions and programs; provides sound professional recommendations for action and significant assistance in formulating policies and procedures; plans, coordinates and participates in the work of bureau staff engaged in implementing the hazardous materials/waste program; develops, provides training for and implements response procedures and safety and reporting requirements; represents the bureau and acts as liaison with other bureaus and the public on hazardous material issues; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Environmental Policy and Hazardous Materials Coordinators (EPHMC) perform difficult and responsible analyses and studies on a wide range of environmental issues in support of the planning and execution of a public works bureau's mission, goals and objectives. Incumbents are expected to define and apply appropriate study methodologies and utilize appropriate analytical tools and techniques to achieve sound, reliable, fact-based conclusions and recommendations. The EPHMC is responsible for coordinating the operations of the hazardous materials/waste program, which includes providing training to bureau personnel on safety and response procedures for hazardous materials emergencies, providing on-scene technical expertise during emergencies, and developing, preparing and updating response plans, operating and response procedures and related documents required by federal, state and local law.

Assignments are generally given in terms of expected objectives to be accomplished and work is evaluated on the basis of results achieved. Assignments require considerable knowledge of environmental protection laws and regulations relevant to the assigned bureau. The work of this class involves significant accountability and decision-making responsibilities.

EPHMC is distinguished from an Environmental Policy Analyst due to the former's additional responsibility for managing hazardous materials, and varies from the program series due to focus on internal compliance and specialization in environmental compliance. EPHMC is distinguished from other management and environmental analysts or program staff by the former classification's specialization in coordinating and organizing hazardous materials operations, requiring a thorough knowledge of and training in hazardous materials response and operating procedures, training requirements and federal, state and local laws governing hazardous materials; as well as an emphasis is on providing environmental policy analysis and project management bureau wide for a large complex public works bureau.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and coordinates bureau hazardous materials/waste program and researches, develops and recommends policies, procedures and guidelines to ensure bureau compliance with federal, state and local environmental protection laws and regulations; researches and writes related annual compliance reports; interprets permitting requirements, and prepares and submits permits.
2. Acts as project manager for construction projects on bureau facilities; conducts analyses, research, planning and design for capital construction projects to meet environmental regulations, decrease environmental impact and expand recycling opportunities for bureau/division; plans and directs the work of professional and technical consultants. Evaluates consultant proposals and qualifications, administers contracts. Duties will include evaluation of consultant proposals and qualifications, acquire necessary permits, administer contracts with vendors and consultants, and monitor construction activities and timelines.
3. Plans, controls and coordinates Federally-mandated hazardous materials/waste program for bureau. Conducts inventories of hazardous materials for State Fire Marshall Hazardous Substance Information Survey and completes annual compliance reports. Performs Hazardous Communications (HAZ COMM) training with all staff as required under OSHA regulations.
4. Serves as emergency response coordinator for hazardous material spills; provides on-scene technical expertise during hazardous materials release emergencies. Coordinates response of crews or hazardous material response contractors during regular working hours and after-hours. Handles, packages, labels and transports hazardous waste for disposal; analyzes laboratory data; writes necessary reports to ensure compliance.
5. Identifies and evaluates bureau needs and priorities; identifies problems, resources; evaluates overall chemical management program for bureau; plans, develops, organizes and manages complex management studies or projects; determines schedules, timelines and budgets; convenes task forces and committees; facilitates meetings; develops and manages work plans, goals and objectives; ensures successful completion; and performs cost benefit analysis of recommendations or alternatives. Implements action plans, determines analytical techniques and data collection process, and obtains necessary information and data for analysis.
6. Analyzes, and evaluates impact of proposed legislation and regulations. Reviews and researches federal, state and local laws, regulations, rules, compliance orders and court decisions relating to environmental issues; writes interpretations and recommends changes to procedures and policy to comply with environmental regulations.
7. Reviews and evaluates impact of federal and state standards and requirements on bureau operations and activities; confers with bureau and City staff to discuss systems and processes, and makes recommendations to comply with requirements; advises City officials and staff on environmental regulation issues.

8. Inspects and monitors bureau operations to ensure compliance with environmental regulations; advises and responds to questions of bureau personnel on compliance issues.
9. Works with representatives of regulatory agencies to resolve technical and compliance issues and to explain program activities and objectives.
10. Represents the bureau with other citizen and community groups, public agencies, and Citywide committees on environmental issues within the assigned areas of responsibility; responds to citizen questions and complaints.
11. Prepares and makes presentations and reports to bureau staff regarding major issues, findings or concerns; develops materials, manuals, newsletters briefings and other related documents.
12. Identifies training needs related to environmental issues; develops curriculum; develops or selects training materials; documents training to meet compliance requirements.
13. Develops, negotiates, and manages consultant contracts and intergovernmental agreements.
14. Develops and coordinates long-range strategic analysis and prepares plan to meet the strategic plan.
15. Develops and maintains Standard Operating Procedures for bureau activities, integrating environmental compliance and applicable occupational health and safety requirements into a comprehensive guidance document for personnel; incorporates all the applicable requirements of the Clean Water Act, Endangered Species Act, Resource Conservation and Recovery Act and OSHA regulations into procedural document.
16. Maintains a list of on-site chemicals and required material safety data sheets (MSDS). Investigates chemicals used by bureau and recommends alternative less toxic chemicals to reduce the risk to employee occupational health and safety and the environment.
17. Serves as the sustainability coordinator for bureau. Designs, plans, monitors, coordinates and implements recycling and sustainability program for large public works agency. Researches, evaluates and implements actions to reduce overall environmental impact of bureau activities in the area such as energy efficiency, recycling and reuse of materials, water use reduction and renewable energy projects. Researches sustainable practices and develops plans in coordination with other sustainability coordinators from other bureaus.
18. Conducts OSHA required Job Hazard Analyses to identify bureau operations that could result in harm to employees; recommends actions to avoid future accidents or injuries; recommends procedural or engineering changes to eliminate the causes of accidents, injuries and other losses.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, theories, and issues related to natural resources management and environmental protection.
2. Local, state and federal laws and regulations and government decisions applicable to the assigned area of responsibility.
3. Principles, practices, tools and techniques of hazardous materials/waste management and program planning, including best management practices, environmental analysis and controls as related to HazMat / Hazardous Waste operations and activities.
4. Work activities, processes and business operations performed by bureau employees, which affect the bureau's compliance with natural resources management or environmental protection laws or regulations.
5. Principles, tools and techniques of project management and program planning including goal setting, work plan development, organization, and implementation.
6. Principles and practices of public administration, including purchasing, budgeting, contracting and maintenance of public records.
7. Principles, practices and techniques of group process facilitation and conflict resolution.
8. Research methods and data analysis techniques and standards.
9. Principles and practices of sound business communication.
10. Computer software applications related to the work.

Ability to:

1. Analyze complex operational and administrative problems, evaluate alternatives; reach sound, logical, fact-based conclusions; and recommend or implement effective courses of action.
2. Develop and work with bureau staff to implement goals, objectives, policies, procedures, work standards and management controls.
3. Apply principles, practices, tools and techniques of program/project planning and management.
4. Manage activities of bureau staff and/or professional consultants on construction projects.
5. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.
6. Coordinate multiple, complex projects with multiple stakeholders; and meet critical deadlines.

7. Collect, evaluate and interpret data, either in statistical or narrative form.
8. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
9. Present conclusions and recommendations clearly, logically and persuasively to diverse audiences.
10. Develop and provide training to bureau employees to achieve compliance with environmental requirements.
11. Apply principles, practices and techniques of group process facilitation and conflict resolution.
12. Develop and manage consulting contracts.
13. Exercise independent judgment and initiative within general policy guidelines.
14. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other governmental agencies, the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in environmental resources, public or business administration, or a closely related field; and two years of increasingly responsible natural resources and environmental protection experience; or an equivalent combination of training and experience. Experience in a public works or construction organization is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 10-11-2011

