

**CLASS SPECIFICATION**  
**Environmental Specialist**

**30000339**

FLSA Status: Exempt  
Union Representation: Professional and Technical Employees (PTE)

**GENERAL PURPOSE**

Under direction, performs advanced environmental analysis, activities and projects; conducts technical investigations; coordinates large, multiple and/or complex natural resources and environmental projects including developing time lines, schedules and budgets; provides lead direction to environmental staff. Incumbents utilize analytic skills and professional judgment in the independent evaluation, selection, and substantial adaptation and modification of environmental or natural resource science techniques, procedures and criteria; and perform related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a lead-worker, project management and/or upper-level specialist position in environmental or natural resource science areas. Employees occupying positions of this class are responsible for directing the work of professional subordinates in an industrial waste or water-quality section; or performing or overseeing all phases of a water quality, natural resource or basin-planning project. Incumbents have specific knowledge in environmental science areas of water resources planning, hazardous materials or industrial waste management, environmental impact analysis, biological or earth sciences, computer simulation and modeling, or regulatory process.

Environmental Specialist is distinguished from Environmental Technician II by the emphasis of the former on applying environmental or natural resource science knowledge to diverse projects and problems, and public policy development whereas Environmental Technicians II positions are responsible for coordinating more specialized technical and public works projects.

Environmental Specialist is distinguished from environmental classes' supervisors in that incumbents in the latter classes are responsible for supervising professional and technical staff. Supervisory incumbents have less involvement in the technical and operational work and more supervisory and managerial responsibilities.

**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, assigns and directs the work of professional and technical staff; develops and implements standards, policies and procedures; monitors and manages budget of work group; prioritizes, plans and schedules projects and processes and checks work; and manages work flow.
2. Develops or reviews and evaluates reports, proposals, plans and documents related to environmental or natural resource science areas of water resources planning and management, hazardous materials or industrial waste management, environmental impact analysis, biological sciences, earth sciences, computer simulation and modeling, or regulatory process.
3. Writes reports describing findings, conclusions, potential for public health or environmental impacts and makes recommendations for follow-up actions; and researches special environmental or natural resource problems and writes reports of findings.
4. Serves as project manager; oversees or performs project planning and development; represents City in administering terms and conditions of project contracts; assists in evaluation of consultant proposals, contractor pre-qualification proposals, qualifications of bidders, and schedules; recommends selections of consultants; on specific projects, administers contracts for professional consulting services; oversees completion of project objectives and adherence to technical and administrative policies; assigns project resources; evaluates project costs and work progress; represents project product before the City Council and other review bodies.
5. Reviews and evaluates complex facility plans, regulatory documents, reports and proposals relating to areas of environmental or natural resource science; evaluates potential environmental impacts (e.g., physical, biological, and chemical measures of water quality or effects on fish, wildlife or water resources) of proposed projects or existing sources of pollution and develops and conducts follow-up reviews.
6. Conducts studies on complex or politically sensitive environmental or natural resource issues and their effects on public health and the environment; and gathers, evaluates and interprets environmental or natural resource data for complex sources of pollution to determine regulatory compliance, ambient or pre-project conditions, trending, and cause-and-effect relationships between pollutant sources and their environmental impacts.
7. Provides technical expertise to other bureau staff, City staff, City Council and the public to solve difficult environmental or natural resource problems; interprets rules, regulations, laws and policies on the environment to assist in providing direction and comment; drafts interpretive memos and letters; serves as staff on special advisory committees; evaluates special technical training needs for Bureau staff and implements such training; assists in the development and conduct of public information programs in their area of expertise; and conducts meetings with citizens groups, property owners, contractors, consultants, other departments, industries and outside agencies.
8. Assists superiors in development and implementation of short and long-range goals and objectives for special or routine program areas; and evaluates project and program effectiveness and recommends modifications.

9. Maintains continuous contact with representatives from other agencies to provide or obtain needed project information; maintains contact with representatives from consulting firms and contractors to discuss and resolve issues related to agreements and contracts.
10. Leads groups of staff in multiple disciplines; integrates work products of various staff and other specialists inside and outside of the bureau; participates on multi-bureau advisory committees and teams; represents the City on state and regional agencies and committees.
11. Facilitates and works with technical and citizen advisory committees.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Physical, biological and/or ecological sciences.
2. Trends, technological changes and developments in the environmental protection or natural resource field.
3. Theory and principles of environmental investigations, protection, restoration and management; or natural resource management.
4. Federal, state, and local laws, procedures, and regulations governing one or more specific environmental or natural resource programs.
5. Analytical techniques and scientific principles used to evaluate in natural resource or environmental protection, control or monitoring program or project.
6. Techniques used in analyzing data, evaluating facts and determining alternative solutions.
7. Methods as used in applying generally accepted environmental or natural resource standards to the source or problem being reviewed.
8. Mathematics, including algebra and statistics.
9. Ground water, surface water, hazardous waste, solid waste or natural resource management, measurement and/or control principles, practices or equipment.
10. Federal laws and regulations governing management of natural resources and/or federal lands such as the National Environmental Policy Act (NEPA), the National Forest Management Act (NFMA), Endangered Species Act (ESA), Resource Conservation Recovery Act (RCRA), Clean Water Act (CWA), and Comprehensive Environmental Response Compensation and Liability Act (CERCLA).
11. Federal and state environmental planning, management, and regulatory processes and programs.

12. Spill plans, hazardous materials management practices and programs, storm water pollution control plans, pollution prevention or other best management practices.
13. Spill response programs associated with sewer collection and treatment systems.
14. Field and laboratory, sampling and analytical testing practices.
15. Management of industrial pretreatment, storm water, or other equivalent environmental programs.
16. Principles and techniques used in the management and direction of work, including goals and objectives development and work planning and organization.
17. Principles and practices of project management and evaluation.

**Ability to:**

1. Review, organize and direct the work of work group; motivate assigned staff and provide for their training and professional development.
2. Express ideas effectively orally and in writing, particularly in the presentation of technical materials and reports.
3. Drive safely.
4. Independently perform advanced assignments with initiative and creativity.
5. Perform difficult technical and policy research and analyze complex problems, evaluating alternatives and recommending or adopting effective courses of action.
6. Clearly present technical information in oral, written, graphic or other forms; conduct effective public presentations; give expert testimony in administrative hearings or court proceedings.
7. Establish and maintain effective working relationships with subordinates and management, representatives of outside agencies, members of 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 college with a degree in environmental science, chemistry, biology, geology, forestry, hydrology or a related field; and four to six years of progressively responsible environmental or natural resource experience; or an equivalent combination of training and experience. A master's degree in a pertinent science may serve in lieu of one to two years' experience.

### **Licenses; Certificates; Special Requirements:**

A valid state driver's license may be required for certain assignments.

Certificate of registration as a Professional Geologist or Registered Sanitarian may be required for certain assignments.

Specialized training in hazardous waste site procedures may be required for certain assignments.

Some assignments may require additional certifications.

### **PHYSICAL AND MENTAL DEMANDS**

Some positions require the ability to hike uneven terrain and conduct field research in various weather conditions, including the gathering of water, scat and other samples.

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.

### **SPECIALTIES**

Positions in this class are assigned to one of the following specialties: Generalist (GEN), Wildlife Biologist (WLF). Positions assigned to the Generalist Specialty are defined in the Environmental Specialist base classification. Some elements of the generalist classification may apply to the specialty description.

---

### **Class History:**

Adopted: 07/01/90

Revised: 10/08/90 Formerly titled Environmental Specialist III.

Revised: 06/30/94 Revised to acknowledge biological sciences and industrial waste specialties changed specialty title to industrial wastewater.

Revised: 04-03-95 Spec was reviewed for supervisory language.

Revised: 01-30-96 Spec was revised to include more specific natural resource language.

Revised: 07-01-01 Spec revised as part of the COPPEA Classification and Compensation study. Environmental Specialist (6053) class created from the following COPPEA classes:

3194 Environmental Specialist

Revised: 08-01-06 Spec history revised to reflect pre-2001 COPPEA Study history. Spec formatting modified.

June 2009 - Change Job Class number from 6053 to 30000339, due to system change.

August 2012 – Added Wildlife Biologist Specialty

July 2017 – Updated union name from COPPEA to PTE

August 2018 – Updated certifications

**GENERAL PURPOSE**

Under general direction, develops, implements, performs and oversees wildlife research in support of bureau compliance with environmental regulations; assesses wildlife and domestic animal risks to watershed areas; instructs bureau staff on wildlife topics; interprets regulations and laws related to wildlife and related natural resource issues; collects, stores, analyzes and reports on research data; provides technical input/advice to bureau staff regarding sensitive, threatened or endangered wildlife species; contributes to bureau management of wildlife areas; develops protocols and standard operating procedures; draft portions of required governmental compliance reports; performs related duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plans, develops and implements wildlife research programs to support bureau compliance with environmental regulations; develops multi-year work plans and monitors performance against goals; provides lead work direction to field staff.
2. Conducts research and studies to document and characterize the quantity, locations and movement of wildlife species; ascertains the species of concern for environmental impact and implements monitoring and mitigation strategies; uses spreadsheets and databases to store, analyzes and reports on data.
3. Conducts research on wildlife issues and writes reports describing findings and conclusions.
4. Develops standard operation procedures for wildlife identification and reporting by bureau staff; develops procedures for bureau staff to help prevent and address domestic animal intrusion into watershed areas.
5. Instructs bureau staff on wildlife identification, field safety protocols and wildlife track and scat identification.
6. Reviews and interprets regulations and laws pertaining to wildlife and related topics
7. Drafts wildlife-related portions of compliance reports submitted to regulatory agencies.
8. Develops and maintains relationships with wildlife staff in outside agencies, such as Oregon Fish and Wildlife, Bureau of Land management and US Forest Service; works with State and Federal agency wildlife experts to ensure access to the most current and relevant wildlife research and data.
9. Provides technical advice and wildlife expertise to bureau staff regarding wildlife-related aspects of complex permitting processes, regulatory obligations or project plans; identifies mitigation and avoidance strategies regarding sensitive, threatened or endangered bird and wildlife species.

## MINIMUM QUALIFICATIONS

### **Knowledge of:**

1. Wildlife biology, vertebrate zoology and Pacific Northwest bird and wildlife ecology.
2. Wildlife field research principles, techniques, and procedures.
3. Sampling, analytical testing and laboratory practices related to wildlife.
4. Analytical techniques and scientific principles used to evaluate a wildlife monitoring program.
5. Mathematics, including algebra and statistics, and the use of spreadsheet software.
6. Environmental impact of wildlife and domestic livestock on watershed, water and other environments.
7. Regulatory programs and legislation affecting wildlife, including the Endangered Species Act (ESA), Migratory Bird Treaty Act (MBTA), Revised Recovery Plan for the Northern Spotted Owl, National Forest Management Act (NFMA), National Environmental Policy Act (NEPA), and others.

### **Ability to:**

8. Plan, develop and implement a comprehensive wildlife study.
9. Design detailed and precise wildlife protocols for use by others.
10. Review current and proposed legislation, assess real and potential impacts on bureau programs, and recommend actions.

### **Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from college with a degree in wildlife biology, zoology, wildlife management or a related field; and four to six years of progressively responsible experience in wildlife research, wildlife management; or an equivalent combination of training and experience. A master's degree in a pertinent science may serve in lieu of one to two years' experience.