



City of Encinitas

STORMWATER ENVIRONMENTAL SPECIALIST I/II/III

This recruitment will create a list which may be used to fill positions that become available in the classification in the next 6 to 12 months.

HOURLY PAY RATE: \$20.49 – \$32.92 DOQ

Stormwater Environmental Specialist is part of a multi-level classification. Appointments will be made at Level I (\$20.49-\$27.47/hr), Level II (\$22.34-\$29.94/hr), or Level III (\$24.56-\$32.92/hr) level depending upon the department's needs and the candidate's qualifications and experience.

THE POSITION: Incumbents are responsible for developing and implementing comprehensive City-wide environmental programs designed to ensure compliance with stormwater and NPDES regulations. Incumbents are also responsible for conducting field inspections, issuing citations, enforcing codes, and writing reports.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES: *Include but are not limited to:*

Inspect commercial, residential, municipal and construction site properties for stormwater violations or as required by the National Pollutant Discharge Elimination System (NPDES) Permit; communicate with property owners and recommend solutions and/or mitigation measures; conduct follow-up abatement procedures including preparation of correspondence, site visits and communication with property owners to ensure compliance; prepare and maintain records of investigations made and actions taken; maintain inspection files, records, and logs; write reports and chronologies; provide instruction to public/city regarding codes and regulations as required by NPDES; issue notice of violations and administrative citations; prepare each case for an administrative hearing or court case and appear in court to testify in such action; respond to the complaint hotline and document appropriately; update the commercial inspection program database; routinely inspect high priority construction sites; implement, and administer the illicit connection/illicit discharge program; confront violators, abate violations, and issue violation notices; collect water samples; create and maintain violation files and records; conduct follow-up investigations; perform plan checks of new and redevelopment projects for compliance with stormwater laws and erosion control; educate citizens and/or businesses regarding NPDES prohibitions; develop and monitor citizen participation programs; create related public relations materials, such as websites, fliers, and pamphlets; review technical reports and scientific documents and studies; review plans and Storm Water Pollution Prevention Plans (SWPPP) for construction to identify potential storm water discharge sources and BMPs, structural and non-structural, to maximize storm water quality protection; gather information and data for the development of GIS maps; conduct field studies to verify map information; recommend and make corrections to maps; read engineering maps; develop, implement, and administer the dry weather monitoring program; perform related laboratory analysis; log data and create related reports; analyze data; prepare applicable State mandated reports which involve preparing digital media, interpreting technical data, creating charts and databases, and preparing final reports; provide storm water regulations and BMP information to property and business owners, tenants, city employees, and the general public through individual contact in the field, over the counter, at workshops or community events; obtain regulatory permits for complex projects; prepare Annual Jurisdictional and watershed reports; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; perform other duties of a similar nature or level.

Incumbent must have **KNOWLEDGE OF:** Applicable federal, state, and local codes, laws, regulations, and ordinances; regional environmental issues; basic engineering concepts; water sampling techniques; data analysis methods; pollution impacts; chemistry; biology; laboratory analytical methods; public relations principles. Incumbent must have the **ABILITY TO:** use a computer and related software applications; interpret and apply applicable codes, laws, regulations, and ordinances; prepare reports; collect water samples; conduct field studies; monitor compliance of applicable codes, laws, regulations, and ordinances; analyze data; read engineering plans and blueprints; work independently and as a team member; communicate, and interact with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction; exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

LICENSE & CERTIFICATES REQUIRED: Possession of a valid Class "C" California Driver's License. Possession of Penal Code 832 Certification (or the ability to obtain within six months of hire).

TRAINING & EXPERIENCE: Bachelor's Degree in Environmental Studies, or a related field, plus one year of experience in environmental programs; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

APPLICATION PROCESS & DEADLINE: A completed City Application and Supplemental Application are required and must be received in the Human Resources Office no later than **5 p.m. on Wednesday, September 26, 2007**. Postmarks not accepted. Contact Human Resources at 760/ 633-2727, visit our website at www.ci.encinitas.ca.us or apply at City Hall, 505 S. Vulcan Ave, Encinitas, CA 92024.

PLEASE NOTE: The pre-placement process consists of fingerprinting, background check, and a physical examination, which includes a drug and alcohol screening. Qualified applicants who move to the next level of the selection process must notify the Human Resources Office if accommodation is needed. The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions of this bulletin may be modified or revoked without notice.

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