

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	E718
FLSA:	N
WC:	9410
PG:	510
EEO:	3

CLASSIFICATION TITLE: ENVIRONMENTAL COMPLIANCE OFFICER

Applications are accepted on-line only at www.roswellgov.com/employment

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical tasks in the education and enforcement of Federal, State, and local laws, ordinances regulations relating to and protecting the physical environment. Work involves making independent technical decisions concerning code enforcement and issuing citations to rectify site inspections resulting in non compliance. Work also involves making educational presentations to various audiences, conducting site inspections, preparing court cases, providing court testimony, responding as an expert witness in court, and performing various administrative duties.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs technical inspections and reviews to ensure compliance of solid waste disposal, NPDES/Stormwater Management, Scrap Tire Management, erosion and sediment control codes and ordinances; conducts periodic inspections throughout the City for violations of environmental laws; investigates complaints on solid waste, NPDES/Storm water management, Scrap Tire Management, assists other departments as requested on erosion, sediment control and grading, clearing wetlands, and buffer violations and takes appropriate action; reviews local, state and federal rules, regulation, laws, site plans and engineering drawings to determine compliance with codes and laws; issues inspection reports, warnings, citations and stop work orders on noncompliance job sites.

Provides advice and information regarding solid waste, NPDES/Stormwater Management and Scrap Tire Management, issues; interprets local, state and federal rules, regulations and laws related to possible violations; provides information to inspectors and departments regarding related issues; serves as an educator and mediator to the public, builders, developers, inspectors, civic groups, local/state companies and corporations; serves as an environmental educator teaching solid waste awareness, and water pollution prevention, NPDES/Storm water management, erosion and sediment control classes.

Enforces local, state and federal rules, regulations and laws governing solid waste, NPDES/Storm Water Management, Scrap Tire Management, erosion and sediment control issues.

Performs related administrative tasks; updates and maintains historic data and records of environmental violations, offenders, and investigations; prepares related reports and documents. Provides enforcement support to other departments.

Performs tasks to support cases involving violations; issues court citations for violations of various environmental laws; prepares court reports and files on citations issued for trial purposes; collects evidence on violations to present in court; coordinates pre-trial conferences; provides expert testimony during court trials.

Participates in Apartment Code Enforcement (ACE) Programs.

City of Roswell, Georgia • Environmental Compliance Officer

Maintains information and keeps up to date with technical knowledge, new environmental related Federal and State codes and City ordinances; attends training sessions, programs, workshops, and meetings.

Operates a personal computer, printer, calculator, copier, fax machine, phone system, patrol vehicle, turbidity testing machine, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software utilized within the department.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or equivalent with vocational or technical school training in erosion and sediment control; minimum of five (5) years of experience in code enforcement, law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must obtain GACE Code Enforcement Officer Certification within one year of employment. Must obtain GSWCC Level 1A and 1B within one year of employment.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position. Must have a solid understanding and interpretation of City, County, state and federal codes, ordinances and regulations, environmental regulations and municipal operations. Must have the ability to read and interpret plans, specifications and blueprints. Must have the ability to interpret and enforce codes and ordinances with tact, firmness and impartiality. Must have the ability to conduct effective inspections in determining compliance. Must be able to make independent decisions in accordance with standard operation procedures. Must be able to handle stressful or hostile situations with tact and courtesy.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to prepare and present environmental briefs and principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, crawling, climbing and balancing and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, animal/wildlife attacks, animal bites, water hazards, or rude/irate customers.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.