

Pebble Beach Community Services District

JOB DESCRIPTION

ENVIRONMENTAL COMPLIANCE COORDINATOR

DEFINITION

Under general and specific supervision, provides routine, difficult and complex environmental compliance, administrative, general office and technical support services to the District Engineer. These services include collecting, recording and analyzing data, preparing and updating plans and maps, providing technical support for solid waste franchise services, processing permits, maintaining records, procuring supplies, materials and equipment, assisting in the preparation and scheduling of infrastructure maintenance and operation programs, assisting with regulatory compliance and in the inspection of construction projects, advising the public and performing other related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Environmental Compliance Coordinator reports to the District Engineer and collaborates and coordinates with the Associate Engineer and Maintenance Manager. The classification requires the incumbent to perform a range of technical duties as well as general office clerical tasks, with superior skills in interpersonal communication, efficient use of word processing, spreadsheets and other office and technical software, automated office copying, printing, mailing and communication equipment.

DESCRIPTION OF ESSENTIAL DUTIES

- Provides and/or arranges technical support for solid waste services including coordination with state and local government representatives and regulators.
- Assists in the development of plans and specifications for major equipment.
- Assist with upgrades of infrastructure maps and coordinates, reconciles, and integrates this work with the District database and geographic information systems.
- Assist with management of solid waste franchise with local partners.
- Assists with the administration of the wastewater collection system source control program and sewer system management plan.
- Assists with administration of recycled water general use permit.
- Assists in defining and maintaining standard operating procedures to improve safety and performance.
- Assists in the maintenance of official records, database, and the technical reference library of the District; and performs administrative studies and related work as assigned.
- Operates a personal computer, utilizing word processing, spreadsheets and other

office/engineering software in the preparation, editing, formatting, and printing of varied documents, including letters, memoranda, reports, maps and technical documents.

- Organizes equipment documentation and assists in maintaining a perpetual and running inventory system.
- Procures and/or assists in procuring supplies, materials, and equipment.
- Performs a variety of field activities such as data collection, testing, and inspection.
- Researches and implements revisions to existing system drawings, records, and maps.
- Responds to inquiries both in person and by phone from interested persons regarding environmental issues; explains regulations and standard operating procedures to property owners, contractors, and other District employees.
- Regularly enters data and narrative information to update and/or modify the District's computer information systems regarding service complaints, follow-up actions by District staff and certain other information as assigned.
- Keeps informed about ergonomics and maintains a repository of specialized information relating to the District's requirements for work sites/stations and job tasks.

GENERAL QUALIFICATIONS

Education and Experience:

- Any combination of education and experience that provides the skill and knowledges required as qualifying. A typical way of qualifying is a college degree and two (2) or more years of experience in technical work or similar related public works experience.

Licenses, Certificates or Credentials

- Possession at the time of hire and continued maintenance of a valid Class C California driver's license and safe driving record.

Knowledge

- General knowledge of the principles and practices of environmental compliance as related to the planning, design, construction, operation and maintenance of public works projects and systems.
- General and specific knowledge of contemporary office administrative procedures, practices, and equipment including the use of personal computers and related office and engineering software.
- Proper use of the English language, grammar, spelling, and punctuation.
- General knowledge of filing and record-keeping systems.
- The incumbent must become knowledgeable of the organization and mission of the District and its policies, rules, and regulations.

Ability

- Understand and carry out oral and written directions.
- Take responsibility and use good judgment in exercising scope of authority.
- Interpret and apply District policies.
- Organize information to carry out multiple tasks with speed and accuracy.
- Interact tactfully and courteously with others.
- Maintain cooperative working relationships.

Other Requirements

- Maintain insurance on any personal vehicle used on District business and be insurable by the District for operation of a standard vehicle or pickup truck.
- Possess physical and mental characteristics to perform the essential duties of the classification. These include communicating orally with co-workers and the public individually or and in groups; regularly using a telephone and radio to communicate; using office equipment such as a personal computer, copier, printer, and facsimile machine; sitting and standing for extended time periods; ability to lift 25 pounds; and having hearing and vision within normal ranges.