



SENIOR ENVIRONMENTAL PROGRAM SPECIALIST

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Senior Environmental Program Specialist	Effective Date:	February 25, 2025
Working Title:	Environmental Program Coordinator	Type:	Non-Represented
Department:	Public Works	Supervisor:	Environmental & Technical Division Manager
FLSA Status:	Non-Exempt	Supervises:	None – Lead Worker to Environmental Program Technicians

CLASSIFICATION SUMMARY

Under the general supervision of the Environmental & Technical Division Manager, the Senior Environmental Program Specialist performs comprehensive and highly technical work in support of environmental programs and initiatives required federal, state, and local regulations. The incumbent works to support the objectives set by the Division Manager, serves as the team lead for Environmental Program staff, and provides leadership and technical support to Department Staff, City employees, and the public.

General duties of the Senior Environmental Program Specialist include assisting with the development of environmental policies, plans, programs, and procedures to comply with environmental regulations including the City's federally mandated stormwater and water quality permits, assisting with environmental program budget planning, accounting, and resource tracking; writing and administering grants and contracts; providing direction, training, and support to division staff; planning and coordinating implementation of environmental programs and management plans; performing research; designing and implementing scientific studies; performing environmental monitoring and assessments; recommending enforcement actions, writing technical/scientific reports; presenting information to various audiences; and responding to public inquiries regarding environmental concerns/complaints.

Incumbent must have the skills and abilities to communicate professionally, manage projects, solve complex problems, analyze collected data and derive recommendations; produce professional reports, interpret and explain City and Department policies related to assigned projects, present technical information to a variety of audiences; exercise independent judgment; and provide effective leadership. Incumbent must have the ability to apply professional knowledge, both in the office and the in the field, with limited supervision.

SUPERVISION

This position does not supervise, but does serve as a Lead Worker in the Environmental Program. See Lead Worker duties for more information.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools or controls; bend; and reach with hands and arms. The employee is regularly required to climb or balance, stoop, kneel, climb stairs, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds and infrequently lift and/or move up to 60 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a computer and various software programs, calculator, phone, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job indoors with occasional work outdoors, including varying and extreme weather conditions. Duties may involve exposure to inclement weather, environmental pollutants, high noise levels, and construction and traffic hazards. May also be required to work in and around waterways. Indoors, job duties will be performed in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions, and background noises. Duties include occasional contact with customers in conflict situations.

Subject to 24-hour call back for emergency conditions as assigned. Occasional evening and weekend work may be required.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

30% Program and Policy Analysis

Assists with the development of environmental programs and plans to comply with federal, state, and local law; researches and recommends program priorities; obtains and evaluates legal and scientific publications, journals, research, technical drawings, engineering reports and environmental studies; and develops programmatic tracking, evaluation, assessment and reporting procedures to document compliance through matrix development.

Analyzes policies; researches and translates legal requirements into actionable programs and practices; interprets City policies, codes and ordinances to evaluate resources and to determine appropriate responses to environmental incidents and citizen requests/complaints.

Performs research and designs scientific studies to comply with permits including but not limited to: canopy cover, stormwater sampling, urban heat island, tree inventories, aquatic assessments, pollutants and minimum control measures for NPDES. Conducts primary research when data is not available; implements environmental studies to support program development.

Coordinates the City's environmental programs and plans to meet federally mandated stormwater requirements (i.e., NPDES Phase II permit, the TMDL Implementation Plan, WPCF permit, Opportunity to Recycle and Recycling Modernization Act); plans, organizes and coordinates work activities to meet established goals and objectives; collaborates with City staff to develop and evaluate programs/plans/projects to support environmental compliance, environmental education and GIS goals; tracks, compiles and evaluates program/plan/project progress and performance; performs periodic assessments and prepares information for annual reporting.

Prepares and presents program-related content verbally and in writing to Public Works field staff, city staff member, committees, councils, board members, regulatory agents, and members of the public as directed. Serves as the recognized expert within program areas, and provides technical assistance to other city departments.

Participates and supports development of program partnerships with external agencies and organizations; and assists in development of multi-agency agreements.

25% Project Management

Leads special projects for the Division or team; Leads team projects (Canopy Cover, Stormwater Sampling, TreePlotter, Dry weather Sampling).

Develops project plans and monitors performance; evaluates project deliverables for quality and conformance to standards;

Assists with the development of grant and contract documents, administers ongoing grants and contracts, plans, assigns and reviews grant/contracted work to ensure accuracy and completeness; tracks associated invoices and budgets; and generates reports as needed.

Supports environmental education programs and the education initiatives within the Public Education Plan, serves as a back-up for the Education Coordinator.

Assists in the development, performance and deliverables of the GIS strategic and operational plan; leads projects associated with environmental analyses.

15% Compliance Coordination

Supports environmental compliance programs in the city.

Coordinates annual reporting for programs (including adaptive management assessments and recommendations).

Supports compliance initiatives across the Division. Serves as back-up for the Compliance Coordinator.

Serves as liaison for Division, as directed. Communicates with City staff to identify shared goals and interests between the Environmental Division, Public Works Division and other City Departments. Reviews actions, projects, and/or goals that overlap with other Departments and recommends actions, next steps, or priorities.

Responds to citizen inquiries or complaints; interprets City policy, utilizes available resources to provide timely customer service; and resolves problems in a professional manner.

Coordinates complaint response and enforcement actions across all required programs; responds to environmental incidents as needed; performs inspections of sites/facilities to identify environmental concerns and/or compliance issues; follows established emergency response procedures and executes enforcement response plans; follows City enforcement protocols; recommends and implements enforcement actions; and supports Public Works personnel with environmental compliance goals.

15% Team Lead

Leads, motivates, trains, and onboards Environmental Program staff (GIS, Compliance Coordinator, Education Coordinator); prioritizes, schedules, assigns, and reviews work and work plans; provides input on staff performance and recruitment processes;

Coaches and supports staff to develop professional skills.

Supports Manager in coordination of tasks to meet work plan goals for team.

10% Communications

Designs, coordinates, and implements branding and marketing plans; develops social media outreach campaigns; develops reporting & documentation templates, tools, and professional reports in partnership with Environmental staff.

Coordinates with Environmental staff and plans communications (agendas, minutes, scheduling) associated with staff meetings, retreats, and committee meetings.

Supports volunteer coordination for compliance of NPDES, WPCF, TMDL and OTR/RMA permits/plans.

5% General Duties

Follows all Personnel Policies and abides by the Ethical Standards and Core Values of the City.

Assumes the duties of the Environmental and Technical Division Manager as requested by the Manager or Public Works Director.

Operates as an effective member of the Public Works team; keeps the Division manager and team informed of project status and program progress.

Communicates effectively (verbally and in writing) to audiences of various social, cultural, ethnic, educational and economic backgrounds.

Provides professional customer service to City Councilors, staff, other agencies, and the public, regarding environmental policies/issues; responds in a timely manner.

Attends environmental conferences and/or training sessions to maintain current knowledge of industry policies, standards, practices and technologies.

MINIMUM QUALIFICATIONS

Education & Experience

Bachelor's degree in Environmental Science, Biology, or other applicable natural resource field and four years of experience implementing, coordinating, and/or managing environmental programs/plans/projects; or Master's degree in Environmental Science, Biology, or other applicable field and two years of experience in an environmental position; and two years of Lead Worker/Supervisory, program coordination or project management experience, or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Licenses, Certifications & Other Requirements

- Required at time of hire and maintained during employment: Valid Oregon driver license and NIMS ICS 100, 200, 700, and 800 Certification.
- Pass background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Advanced principles of environmental science including practices and techniques of environmental protection, enhancement, and natural resource conservation, scientific study design/methods, natural resource management; watershed management/water resource science; environmental pollution prevention, abatement and mitigation techniques; and civic processes, policies, codes, and regulations.
- Working knowledge of environmental law and policy and grant and contract administration.
- Pollution prevention, abatement and mitigation techniques including best management practices for water quality.
- Advanced principles and practices of data gathering, modeling and research techniques.
- Standard office practices and procedures.
- Proper and safe use of tools and equipment required for the position, including occupational hazards and safety precautions related to the work.
- General understanding of civic duties, municipal government, and public works operations.

Skill & Ability

- Perform professional-level work under limited supervision; exercise independent judgment, decision-making, and initiative; and coordinate projects within established budget and timelines.
- Work collaboratively with a variety of stakeholders and partners.
- Design scientific studies and collect field data and samples; analyze collected data and make recommendations for programmatic and policy changes.
- Work simultaneously on multiple tasks; manage competing deadlines and priorities; and problem-solve.
- Analyze environmental programs and related administrative and operational workflows; evaluate alternatives; prepare timely, accurate, understandable, detailed reports; present sound, logical, fact-based conclusions and recommendations.
- Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to assigned environmental program responsibilities. Communicate effectively with the public and internal staff regarding complicated environmental issues both in written and oral format.
- Utilize word processing, spreadsheet, database and specialized software, tools or devices to sufficiently perform assigned duties.
- Ensure proper maintenance of all required files, records and documentation.
- Establish and maintain effective, harmonious, productive working relationships with other employees, representatives of governmental and community agencies, and the public. Work effectively as a productive team member.
- Ability to satisfactorily represent the program, the department, and the City.
- Ability to travel as required.

Licenses, Certifications & Other Requirements

- Preferred at hire, must be able to obtain within 90 days of hire: First Aid & CPR Certification.
- May require specialized certification depending on job assignment.