



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

PW—Science & Environment Administrator

Department: Public Works Reports to: Public Works Director/City Engineer Pay Grade: H13
Date Established: 3/2014 Date Revised: 07/2017 FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Science & Environment Administrator oversees and coordinates operations of the division to ensure the City's compliance with its storm water runoff permit and other environmental requirements. This position is in charge of the following: water, waste water and storm water permit compliance, renewals, and deadlines. The position is responsible for implementing the City's Storm water management program and other environmental programs including development and administration of related policies, ordinances, and regulations; working in conjunction with the Water, Water Pollution Control and Streets departments to adhere to all permits regulations and maintain up to date permit requirements and education surrounding the practices. The job serves as the science and environmental advisor to the Mayor and Council and represents the City's interests to federal and state regulators and other interested parties.

The job requires knowledge of federal, state, and other applicable storm water and environmental compliance requirements. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and some field work. The field environment may include exposure to adverse weather conditions. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Oversees the policy creation and operations of the Science & Environment Division to ensure the City is in compliance with its federal storm water runoff and other applicable state and federal environmental regulations and requirements.

Implements the City's storm water management program, including but not limited to, storm water policies, ordinances, regulations. Directs the public education and outreach program. Directs and coordinates storm water management with other City departments, including ensuring new construction and development projects are in compliance with the storm water management plan. Represents the City to federal and state agencies, co-permittees (City of Chubbuck, Bannock County, IDOT), the community and other affected and interested parties in negotiating and ensuring City compliance.

Coordinates with other City departments in planning and implementing environmental compliance programs including, but not limited to, groundwater, surface water, air quality, energy conservation, and watershed and habitat management. Advises the Mayor and City Council on environmental aspects of proposed developments. Serves as science and environment advisor to Mayor and Council and represents the City to environmental interest groups.

Writes and administers grants on storm water management and environmental programs.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Federal, state, City, and other applicable statutes, codes, and regulations applicable to storm and runoff water collection, sampling, testing, and quality;
- Storm, runoff, and non-point source water and pollution management methods, techniques, and objectives;
- Methods, techniques, and objectives of GIS and other data collection and computer mapping and modeling systems;
- Storm and runoff water management methods, techniques, and objectives;
- Storm and river water collection and testing methods, techniques, and objectives;
- Data collection and recording methods, techniques, and objectives;
- Municipal budgeting processes, including formulating and implementation;
- Federal (OSHA) regulations and City policies regarding safe work practices;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- E ensure the City is in compliance with its federal storm water runoff and other applicable state and federal environmental regulations and requirements;
- Implement the City’s storm water management program, including but not limited to, storm water policies, ordinances, regulations;
- Direct the public education and outreach program;
- Create and implement division’s annual budget, including monitoring spending to ensure compliance;
- Represent the City to federal and state agencies, co-permittees (City of Chubbuck, Bannock County, IDOT), and other affected and interested parties in negotiating and ensuring City compliance;
- Coordinate with other City departments in planning and implementing environmental compliance programs including, but not limited to, groundwater, surface water, air quality, energy conservation, and watershed and habitat management;
- Advise the Mayor and City Council on environmental aspects of proposed developments;
- Write and administer grants on storm water management and environmental programs;
- Operate a motor vehicle;
- Operate standard office equipment and a personal computer;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Bachelor’s Degree in science, engineering, or a related field is required and a Master’s Degree is preferred;
- Three (3) to five (5) years’ experience in administering an environmental compliance program is preferred;
- Idaho driver’s license.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.