

City of Dallas
Classification Specification

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|---------------------------|-------------------------------------|---------------------|-----------------|
| Title: | Environmental Specialist III | Class Code: | 06303 |
| Application: | Career Series | Pay Grade: | G |
| Supplemental/Code: | Technical | Established: | 10/01/05 |
| FLSA Status: | Non-Exempt | Revised: | 01/01/09 |

Position Purpose:

Performs complex environmental work. Inspects and investigates to determine compliance with environmental laws. Works independently and is responsible for making decisions requiring technical discretion, sound judgment, and familiarity with specialized problems. Serves as a lead worker to lower level Environmental Specialist. May train and review reports of lower level Environmental Specialist for technical accuracy .

Essential Functions:

1. Conducts complex inspections at various construction and industrial sites to determine compliance with applicable environmental laws, rules, regulations, and policies and procedures.
2. Assists in developing and coordinating environmental programs.
3. Responds to emergency calls and acts as a lead responder to Dallas Fire Department for clean-up of spills.
4. Investigates citizen complaints.
5. Issues Notices of Violations and takes enforcement actions when needed and properly documents violations.
6. Educates citizens on city codes.
7. Plans and conducts wet weather sampling events, bio-assessment studies, and dry or wet weather sampling/monitoring.
8. Prepares written reports of storm water management programs for the MS4 Annual Report.
9. Mentors lower level personnel on environmental issues and departmental procedures.
10. Performs other duties as assigned.
11. Regular, reliable and punctual attendance is an essential function of the job.

Skills, Knowledge and Abilities Required to Perform Work:

Knowledge of city, state, and federal environmental codes, ordinances, rules, regulations and standards.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Ability to produce written and accurate documents/reports with clearly organized thoughts.

Must have a valid driver's license.

Working Conditions and Hazards:

Work performed primarily in the field and in a variety of weather conditions.

May be exposed to hazardous materials or toxic fumes.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

