

City of Dallas
Classification Specification

Title:	Environmental Specialist II	Class Code:	06302
Application:	Career Series	Pay Grade:	F
Supplemental/Code:	Technical	Established:	10/01/05
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Performs moderately complex environmental work. Inspects and investigates to determine compliance with environmental laws. Works independently in the field and is responsible for making decisions requiring technical discretion, sound judgment, and familiarity with a broad variety of problems.

Essential Functions:

1. Conducts moderately complex inspections at various construction and industrial sites to determine compliance with applicable environmental laws, rules, regulations, and policies and procedures.
2. Responds to emergency calls and provides assistance for clean-up of spills.
3. Investigates citizen complaints.
4. Issues Notices of Violations and takes enforcement actions when needed and properly documents violations.
5. Educates citizens on city codes.
6. Assists in bio-assessment studies, and conducts dry or wet weather sampling/monitoring.
7. Performs other duties as assigned.
8. 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 deal/work with other employees and the public in a professional and tactful manner.

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

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.

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.