



City of Tempe

ENVIRONMENTAL QUALITY SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	328	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$64,251
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$86,739
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Environmental Quality Specialist
<i>Drug Screen / Physical:</i>	Y	N	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Environmental Program Supervisor or from other supervisory or management staff.

May exercise technical supervision over department employees or outside consultants relative to environmental quality matters.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of experience in air quality, water quality, or environmental management, including compliance assessment for required environmental programs, implementing environmental programs required by permits or regulations, or implementing environmental public education programs.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university in science, public policy, environmental engineering, environmental sciences, environmental planning and management, or degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To provide highly complex technical expertise to department managers, facility managers, and supervisory staff regarding environmental regulations and issues; to develop and implement environmental programs and projects

to ensure compliance with Federal, State and local regulations; to assess environmental regulatory compliance status for City facilities; to research and address environmental issues related to drinking water, wastewater, storm water, air quality, aviation, Tempe Town Lake, and other City programs and projects; to represent the City on technical committees and stakeholders groups related to environmental issues.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Work with City Departments regarding internal compliance on environmental quality issues; provide technical assistance to City departments to facilitate understanding of environmental regulations.
- Coordinate environmental compliance assessments and provide compliance assistance to City facilities.
- Develop and implement environmental compliance and pollution prevention programs including, but not limited to, air, aviation, storm water, drinking water, and wastewater.
- Coordinate drinking water, wastewater, storm water, air, noise, and other monitoring activities to assess environmental impacts and regulatory compliance status.
- Compile routine reports and conduct quality assurance/ quality control reviews of reports related to environmental issues; develop and update regulatory reporting forms as requirements change; assist with writing of annual reports for storm water, pretreatment, and other areas, as necessary.
- Maintain databases of water, wastewater, storm water, and other compliance reporting.
- Develop and implement public outreach programs and utility benchmarking programs related to environmental quality; coordinate statistical analyses of public education program results to assess effectiveness; compile reports of program results.
- Represent the City on environmental issues related to aviation and Sky Harbor Airport.
- Assist with the preparation and submittal of environmental permit applications as needed.
- Assist with development and updates of emergency response and emergency operations plans, storm water plans, sewage capacity management, operation, and maintenance (CMOM) plans, and other plans for Water and other departments.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs.;
- Operate city vehicles;

- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Traverse long distances during workday with or without an accommodation;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators, and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation;
- Exposure to blood and airborne pathogens; bodily fluids, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective September 2001

Revised April, 2003

Revised Nov 2010 (Removed optional driver's license requirement)

Revised December 2016 (added physical and/or mental activities)

Revised March 2019 (PW reorg – moved to Municipal Utilities Dept)