



<b>Job Title</b>	<b>Environmental Safety and Health Specialist</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>12857</b>

**Class Specification – Environmental Safety and Health Specialist**

<b>Summary Statement:</b>	
<p>The purpose of this position is to oversee and administer the City Departments environmental programs. This is accomplished by ensuring environmental compliance of operations and projects; ensure applicable environmental permits are obtained; operations and activities meet applicable local, state, and federal environmental regulations; perform environmental analysis; work others to monitor operations and compliance with permits and procedures. Other duties may include working on special projects such as energy efficiency or potential renewable energy projects in partner with other entities and/or via grant applications; and strive to enhance environmental stewardship and sustainability for the City of Colorado Springs.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Monitor operations to ensure environmental compliance by maintaining permits and management plans; maintain programs and compliance through permits, inspections, sampling, and reporting; ensure compliance with above ground and below ground storage tank regulations and spill prevention control; maintain hazardous materials permits and coordinate with Fire Marshall’s office; oversee and monitor disposal of select items and materials that require special handling and disposal documentation; monitor open space activities; stay informed on current local, state, and federal environmental regulations and impact; communicate with environmental agencies at all levels; and maintain environmental records. Implement new systems and procedures to ensure environmental compliance.
25%	Provide assistance with management and implementation of improvement projects by participating in design development reviews and project coordination; prepare documents; conduct land use and environmental analysis; provide review comments and guidance on environmental compliance and recommendations for formal approval of land use items by working with City and County Land Use Planners and responding to inquiries from outside agencies, real estate brokers or property owners ; coordinate bid solicitations and contractor selection; monitor project progress; conduct site visits; coordinate environmental surveys; perform grading and erosion control inspections; communicate and coordinate with contractors; and assist with providing input and historical environmental documentation.



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25%	Coordinate and assist customers fielding questions on environmental procedures and guidelines; conduct environmental inspections; provide training on environmental regulations and procedures; develop and update procedures and regulations; request data and documentation; prepare and submit environmental compliance reports; monitor tenant construction projects; and participate in meetings and other communications.
5%	Coordinate specific environmental-related activities by selecting contractors and vendors for specific activities; coordinate with contractors on budget, schedule, and completion of work; and process paperwork and invoices.
5%	Prepare and provide annual required training by preparing training presentation material for environmental procedures and spill prevention training; and schedule and conduct training annually for City employees.

<b>Competencies Required:</b>
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

<b>Technical Skills Required:</b>
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with coursework in environmental engineering, environmental studies, environmental compliance, or a related field.

Experience: Three years of full-time experience working with environmental compliance or environmental certification programs.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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**Supervision Exercised:**  
 Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

**Supervision Received:**  
 Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**  
 This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:**  
 Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.



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<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Several Times per Month
Wetness and Humidity	Several Times per Month
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: November 2014