



## **ENVIRONMENTAL SPECIALIST (COMPLIANCE)**

**711**

Jamestown  
1607

**DEPARTMENT:** Development Management/Environmental

### **DEFINITION OF WORK:**

Performs advanced technical, professional and administrative duties to ensure that development and other activities meet County environmental requirements. Responsibilities include assisting in the administration and enforcement of the Chesapeake Bay Preservation, Erosion and Sediment Control, and Wetlands Ordinances, and the Virginia Pollutant Discharge Elimination System stormwater permit requirements. Work is performed under the general supervision of the Environmental Director.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Coordinates implements and oversees the administration, enforcement and permitting requirements of special environmental programs, ordinances and regulations of the County.

Assists with the administration of the Chesapeake Bay Preservation Ordinance (CBPO) and serves as liaison to the Chesapeake Bay Board. Provides assistance on all matters related to the CBPO; coordinates on-site visits to provide recommendations, delineate Resource Protection Areas (RPA), ensure compliance, and investigate complaints. Makes recommendations to the Director, County Attorney, and Chesapeake Bay Board on enforcement actions. Negotiates the resolution of violations, creates legal and enforcement documents, and provides for preparation of civil charge and restoration agreements.

Reviews RPA buffer modification plans, mitigation plans, Water Quality Impact Assessments, CBPO exception/waiver request applications, and appeals. Processes applications to and presents cases before the Chesapeake Bay Board. Assists the public with preparation of mitigation plans. Conducts field investigations to ensure compliance with approved plans and activities.

Reviews and evaluates and processes Wetlands Permit applications and submitted plans to ensure conformance with the County's Wetlands Ordinance. Presents assigned Wetlands cases along with staff recommendations to the Wetlands Board. Conducts field inspections of proposed shoreline stabilization projects to ensure compliance.

Provides for enforcement of the Erosion and Sediment Control Ordinance in the case of non-permitted activities. Makes recommendations to the Director and the County Attorney on enforcement actions. Investigates potential violations, provides documentation for a case file, negotiates the resolution of violations, creates legal and enforcement documents, and provides for preparation of civil charge agreements.

Assists with the administration of the BMP inventory program by conducting final inspections of BMP facilities, reviewing engineering drawings, plan specifications, and approving BMP record drawing and certification information.

Manages the County's street dedication program; reviews Virginia Department of Transportation (VDOT) documents and plans, and prepares street dedication resolutions for Board of Supervisors action, and forwards enacted Board documents to VDOT.

Assists with implementation of the County's VPDES stormwater permit requirement. Investigates cases of illicit discharge, initiates enforcement actions and assists with preparation of the County's stormwater system map.

Assists in the development of materials for and participates in a public education programs regarding the function, operation, and maintenance of stormwater BMP facilities.

Assists the County Engineer in the development of Drainage Improvement Projects (DIP) and may provide for quality control inspections of DIP and other special projects.

Serves as Division Liaison to Fleet Maintenance for vehicle procurement and service issues.

Maintains computer database of all applicable inspections, project activity, and enforcement actions.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

#### **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

Assists Development Manager or County Engineer in collection of data required to evaluate Development Management projects and programs. Also may assist with the project management and administration of County projects.

Performs additional work tasks as assigned and required.

#### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed at various construction sites, other private property, and BMP facilities located throughout the County. Drives County vehicle to work sites. Requires extensive walking, frequently over rough terrain. Duties are frequently performed outdoors in all weather conditions.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of James City County's Environmental Ordinances, regulations, and requirements.

Advanced knowledge of the principles and practices of engineering as applied to construction of site improvement projects.

Extensive knowledge of the principles, techniques, equipment, and products used in the control of erosion and sediment and stormwater generated from construction and completed development sites.

Knowledge of computer programs: MS Office (Word, Excel, and Access), ArcView GIS, and WordPerfect.

Ability to communicate effectively, both orally and in writing.

Ability to establish effective working relationships with County officials, contractors, property owners, and the general public.

Ability to read and interpret blueprints, engineering plans, and specifications.

Ability to make accurate mathematical calculations.

Ability to maintain records and prepare clear and concise reports.

Ability to perform taxing physical activity, including walking, climbing, stooping, and bending.

### **MINIMUM QUALIFICATIONS:**

College level course or continuing education units (CEU) or Professional Development Units (PDU) in engineering, hydrology; hydraulics, stormwater management, environmental science, soil conservation, or wetlands are required. Bachelors in biology, environmental science, engineering, or a related field preferred. Five years of work in an environmental field including two years of project management experience; experience in dealing with the public, enforcement of ordinances and knowledge of computers desirable; or any combination of education, and experience providing the knowledge, skills, and abilities cited above.

### **NECESSARY SPECIAL QUALIFICATIONS:**

Must possess a valid Virginia driver's license and have an acceptable driving record based upon James City County's criteria.

Date: May 2006  
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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Environmental Specialist (Compliance) Position Number: 711  
Department: Development Management Division: Environmental

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. *Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others \_\_\_\_\_
- \_\_\_\_\_
- Not essential to job functions

## 2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

## 3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>Use surveying equipment</u>  |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

**1. Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>				✓			✓		
<b>Push/Pull</b>				✓			✓		
<b>Hold/Carry</b>				✓				✓	

Manipulation done from:  ground to waist     waist level     waist to shoulder     above shoulder  
(Check all that apply)

Not essential to job function:  Lift     Push/Pull     Hold/Carry (Check all that apply)

**2. Climbing:** To move up or mount by using the hands or feet.

**Ladders**

**Stairways**

**Steps**

- Step stool
- 8' to 10' step ladder
- Extension ladder
- Other: needed for entry into drainage structures
- Not essential to job function
- Not essential to job function

- 1 flight
- 2 flights
- 3 or more flights
- Other \_\_\_\_\_
- Not essential to job function

- 1-2
- 2-3
- 3-4
- Other: occasional need to climb into drainage structure – amount of steps varies

**3. Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>	✓							✓	
<b>Sit</b>		✓							✓
<b>Walk</b>			✓						
<b>Run</b>	✓								

If walking or running, over what type of terrain?  flat     rough     both

Not essential to job function:  Stand     Sit     Walk     Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x             5-20x             20-50x             50+x
- Other \_\_\_\_\_             Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x             5-20x             20-50x             50+x
- Other \_\_\_\_\_             Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

<u>Transmission</u>	<u>Standard</u>	<u>Automatic</u>	<u>Multi-Gears</u>
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			