



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ASSISTANT ENVIRONMENTAL SPECIALIST I

<b>Group-Section:</b> Various	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 38 <b>Job #:</b> YA28
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### JOB SUMMARY

This is the entry level position performing Assistant Environmental Specialist I job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level learn to use professional concepts to coordinate, research, and assist in conducting environmental projects and studies relating to environmental issues and resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring consultation on issues regarding judgment and decision making. The work may involve environmental planning such as compliance with CEQA and species management or environmental health and safety involving water pollution, air pollution, hazardous materials, solid waste compliance, and workplace safety. The work consists of tasks that are clear-cut and directly related.

### OVERSIGHT

**Supervision Received:** For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

**Supervision Given:** None

### JOB DUTIES

#### GENERAL

1. Learns and assists to coordinate and conduct environmental studies and projects.
2. Learns to conduct, research, and assists with the preparation of documentation.
3. Assists with the preparation and dissemination of information.
4. Learns and assists to prepare technical reports and presentations.
5. Assists in the review of invoices for professional services agreements.
6. Assists with the coordination of internal review of documents from external entities and compilation of comments.
7. May participate on a project team.
8. Performs other related Environmental Specialist job duties as required.

### **ENVIRONMENTAL PLANNING**

1. Learns and assists to prepare exemptions and assists with the analysis and preparation of other environmental documents per the California Environmental Quality Act (CEQA).
2. Learns and assists in the implementation of mitigation monitoring plans for projects and designated activities.
3. Learns and assists with studies, permit applications, and compliance activities.
4. Learns and assists with the preparation of environmental specifications and monitoring of construction projects.

### **ENVIRONMENTAL HEALTH AND SAFETY**

1. Learns and assists with providing technical environmental, health and safety training to staff.
2. Learns and assists with sampling, packaging, chain of custody, and shipping related to wastewater and hazardous substances.
3. Learns and assists to maintain environmental regulatory permits.
4. Learns and assists in the development and implementation of environmental programs to meet regulatory requirements; and establishes, documents, and communicates standards, guidelines and procedures.
5. Learns and assists with conducting inspections for compliance with environmental program requirements. Participates on program audit and assessment teams. Documents results and participates in corrective action development where deficiencies are found.
6. Learns and assists with responding to emergency calls or events and ensures compliance with applicable environmental procedures and standards.
7. Learns and assists with documenting and investigating environmental incidents.
8. Learns and assists in providing environmental compliance support for shutdowns.
9. Learns and assists with hazardous materials cleanup activities.
10. Learns and assists with proper shipping, receipt, storage, control, and disposal of hazardous materials and wastes.

### **EMPLOYMENT STANDARDS**

#### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Bachelor's degree from an accredited college or university in a related field.

**Required Knowledge of:** Theories and practices of environmental science, basic understanding of methods and techniques used to conduct environmental analyses and investigations; principles and practices of technical research, analyses, and report preparation; and current office technology and equipment.

**Required Skills and Abilities to:** Problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is primarily sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment is primarily in an office setting involving everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. However, some of the time may be outdoors that may involve moderate risks or discomforts. Employees may be required to use protective clothing or gear such as coats, boots, sunglasses and gloves.

**Vision Requirements:** No special vision requirements.