

Job Title: Environmental Specialist

Job Summary: This position ensures that the Town maintains compliance with all Federal, State, and Local laws and regulations pertaining to stormwater management and environmental protection.

Major Duties:

- Responsible for the Town's compliance efforts of the NPDES Phase 2 Stormwater General Permit;
- Composes and submits all Municipal Separate Storm Sewer System (MS-4) Reports to the EPD; composes other reports as required;
- Reviews site plans for developments, subdivisions and Town projects for compliance with applicable environmental regulations; flood protection, communicates with contractors, developers and the general public regarding stormwater and environmental regulations and compliance;
- Conducts regular erosion and sediment control inspections of all development sites with open land disturbance permits within the Town; communicates with permit holders regarding permit compliance with environmental regulations; issues citations and stop work orders according to established procedures; establishes stormwater maintenance agreements with property owners/developers;
- Monitors commercial sanitary sewer customers for compliance with Fats, Oils and Grease disposal requirements; conducts site visits as necessary;
- Responds to complaints from residents regarding stormwater runoff and environmental issues; visits sites to investigate complaints; develops corrective recommendations for identified problems and takes necessary legal action with the Town Legal Counsel to ensure compliance;
- Develops and implements public education and public participation programs relative to environmental and stormwater quality;
- Develops and manages GIS datasets for sanitary sewer and stormwater functions;
- Provides staff support to the Town's Technical Review Committee;
- Performs and/or procures inspection sections of stormwater, dams, and sanitary sewer infrastructure, and compiles a list prioritizing infrastructure improvement and maintenance needs.
- Performs procurement of professional and technical services, and manages routine stormwater and sanitary sewer construction projects under supervision of the Public Works Director and Town Engineer.
- Performs other duties as assigned.

Knowledge Required by the Position:

- Knowledge of or ability to learn applicable State, Federal and Local laws and regulations governing stormwater management;
- Knowledge of stormwater mapping techniques using GIS computer software and mapping equipment;
- Knowledge of the basic principles of watershed planning and management;

Job Title: Environmental Specialist (Continued)

- Skill in using a variety of computer programs and modern office equipment for administrative and technical functions;
- Effective written and oral communication skills;
- Ability to present effective public information programs;
- Ability to understand and interpret ordinances, regulations, rules and legal documents;
- Ability to work well with others;
- Ability to establish and maintain effective working relationships with departmental personnel, other Town personnel and the public.

Supervisory Controls: The work of this position is performed under the supervision of the Public Works Director.

Guidelines: Guidelines include Town and departmental policies, procedures, codes and ordinances; Federal, State and Local laws pertaining to stormwater management.

Complexity: The work consists of a variety of technical and administrative duties.

Personal Contacts: Contacts are typically with coworkers, developers, engineers, elected and appointed officials and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information and provide services.

Physical Demands: Work is performed in an indoor office environment with frequent site visits that may involve standing, walking, bending, crouching, balancing, kneeling or stooping and moderate physical exertion.

Work Environment: Work is performed in an indoor office environment with frequent field work.

Supervisory and Management Responsibility: None.

Qualifications:

Minimum Qualifications: Bachelor's degree from an accredited college or university in Chemistry, Biology, Engineering, or other environmental science field; two (2) years of work experience in stormwater management or related field; GSWCC 1A, 1B and Level 2 certification required within 6 months of hire; valid State of Georgia Driver's License and satisfactory Motor Vehicle Record; equivalent combination of education and experience. **Non-Mandatory Preferred Qualifications:** Wetland Identification, ESRI GIS training, North Carolina Division of Water Resources Stream Determination Certification, five years or more experience in plan reviews and site inspections.

The Town of Tyrone, Georgia is an Equal Opportunity Employer.