ENVIRONMENTAL SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for working with regulatory agencies and grant recipients to provide for redevelopment and preservation in environmentally contaminated areas. Under the direct supervision of the Environmental Services Coordinator, this individual works with the Environmental Protection Agency focusing on environmental contamination and land use planning issues. This is a technical position that involves researching data, collecting, organizing and preparing educational material for the activities of the program. Work deals directly with the public and the regulatory community including federal, state and local agencies. Independent judgment is used in dealing with specific problems and in developing policies and practices that will affect the outcome of the project.

TYPICAL WORK ACTIVITIES:

- Prepares reports designed to document, identify, evaluate and assesses contaminated areas;
- Works directly with economic development groups to support and guide the activities of the working group, including cleanup and restoration of targeted sites;
- Assists in the maintenance, collection, organization of database information for computerized inventory containing documentation of sites;
- Assists in the coordination of activities at the site for local, state and federal programs including Voluntary Cleanup Program, New York State Bond Act Programs, USEPA, Brownfields Revolving Loan Fund, etc.;
- Assists in the preparation, coordination and communication of City environmental programs to community groups and other interested agencies.
- Uses computer programs and database for required reports and statistics;
- Assists in the preparation of progress reports for submittal to EPA;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of principles and practices of environmental and community planning and project management;
- Good knowledge of environmental, urban and community planning;
- Working knowledge of grant application funding and soliciting;
- Ability to analyze environmental related issues;
- Ability to understand and interpret federal, state and local environmental legislation, rules and regulations;

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• Ability to operate necessary computer programs to generate reports;
• Ability to express oneself clearly and concisely both orally and in writing;
• Ability to establish effective working relationships with state and local agencies and the community;
• Ability to confidently deal with and communicate with the public;
• Ability to maintain records in a concise and organized manner;
• Ability to establish and maintain effective working relationships with other employees and the public;
• Possess tact and courtesy;
• Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

(A) Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in environmental studies or related field and one (1) year of experience involving environmental revitalization, economic development, rehabilitation, planning or related field; **OR**

(B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of satisfactory fulltime paid experience as defined in (A); **OR**

(C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Must possess a valid New York Motor Vehicle License and may be required to provide personal transportation.