

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Environmental Compliance Specialist
Department: Environmental Services
Revised : December 2010

Class : Professional
FLSA : Non-exempt

This job description supersedes any prior description for the Environmental Compliance Specialist classification.

GENERAL DESCRIPTION

Professional work administering the County's Sedimentation and Erosion Control Program and assisting the Environmental Services Director in ensuring the Rowan County Landfill is operated in accordance with local, state, and federal regulations. Duties involve monitoring and reporting the results of the compliance/ethics efforts of the department and providing guidance on matters related to compliance. This employee, along with the Director, is authorized to implement all necessary actions to ensure achievement of the objectives of an effective compliance program. Considerable judgment, initiative, and tact must be exercised during contacts with property owners, the general public, and the development community when discussing policies and program objectives. Supervision is received from the Environmental Services Director and work is reviewed through observation and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Develops, administers, and monitors compliance with the County's Sedimentation and Erosion Control ordinances.

Performs periodic inspections of erosion control sites to monitor progress towards compliance and to maintain appropriate records of enforcement activities; provides consultation and evaluates the performance of the various measures necessary to maintain compliance with Erosion and Sediment Control regulations.

Develops, initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities for environmental protection.

Assists in the planning, executing, and reviewing of the daily work projects being performed by the operation section of the Landfill; researches and develops corrective actions to restore compliance.

Acts as an independent review and evaluation body to ensure that compliance issues and concerns are being appropriately evaluated, investigated, and resolved.

Monitors and coordinates compliance activities through environmental sampling of ground water, surface water, air monitoring, and gas migration; prepares and submits reports and data to the Department Director.

Identifies potential areas of compliance vulnerability and risk; develops and implements corrective action plans for resolution of the issues, and provides general guidance on how to avoid or handle similar situations in the future.

Works with the Director and others in developing an effective compliance training program, both introductory for new employees and ongoing for all employees.

Develops and implements safety procedural policies for the Landfill operations; conducts safety inspections and recommends and implements corrective actions.

Performs contract administration for consultants performing work for the Landfill outside the scope of County staff.

Job Title: Environmental Compliance Specialist

Page : 2

Provides visual inspection and determines appropriateness to receive beneficial fill materials at the Rowan County Landfill.

Conducts public information tours of the Landfill upon request and provides information and assistance to individuals working on educational projects.

Represents the department in communicating with regulatory agencies and other organizations as needed.

Conducts analytical reviews and prepares recommendations to assist the Director in decision-making.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of County ordinances on soil erosion control, flood damage prevention, and local, state, and federal Landfill regulations.

Considerable knowledge of the principles and practices of engineering as applied to erosion control projects and the design of temporary catch basins, berms, and access roads.

Considerable knowledge of governmental programs, laws, grants, and services pertaining to the erosion control process.

Knowledge and ability to perform mathematical calculations related to erosion control programs including calculus.

Knowledge and ability to operate gas monitoring devices.

Ability to operate a personal computer in preparing reports and spreadsheets.

Ability to operate a GPS Satellite Receiver in performing surveying duties.

Ability to interpret ordinances and regulations and to apply standards to a variety of situations.

Ability to read and interpret engineering drawings, survey maps, topographic maps, and tax maps.

Ability to establish and maintain effective working relationships with Local, State and Federal agency representatives, public officials, community leaders, fellow County employees, and the general public.

Ability to communicate effectively, orally and in writing.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, bending, stooping and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

Job Title: Environmental Compliance Specialist

Page : 3

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Civil Engineering, Engineering Technology, Environmental Science or a related field and two years of experience in solid waste management, erosion control, or land use; or an equivalent combination of training and experience. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**