



## Job Specification

<b>Job Title: Environmental Specialist I</b>	<b>FLSA Type: Exempt</b>	<b>Date Established:</b>
<b>Department: Building, Safety Engineering, and Environmental</b>	<b>EEO Code: 02</b>	<b>Date Revised: 08/27/2004</b>
<b>Class Code: 27-20-21</b>	<b>Reports To: General Manager Environmental Affairs</b>	<b>Date Approved: 05/10/2017</b>

### Job Summary

Implements procedures and programs to facilitate environmental protection, conservation, and use of City natural resources in compliance with federal, state, and local environmental laws in one of the following areas of specialization:

**Environmental Assessment and Response:** An environmental assessment, response, and remedial activity program for real property owned, operated, acquired, or leased by the City of Detroit or property slated for acquisition by the City of Detroit for any operation, project, program, redevelopment, or reuse. Responsibilities include contract over-sight with real property environmental assessments and coordination of contract procurement policies between the City of Detroit and contractors.

**Environmental Management Systems:** Environmental management systems required for operational departments to achieve and exceed compliance with applicable environmental laws, rules, and regulations. Systems typically include training for the identification, handling, treatment, storage, transport, and disposal of hazardous materials, solid waste, and waste oil; and incorporate the requirements for the use, storage, transport, and disposal of hazardous material. The program has as its objective process improvement towards implementation of an ISO 14000 environmental management system.

**Solid Waste Management:** A compliance program consistent with the laws, rules, and regulations governing the storage, transport, and disposal of solid waste. The program includes enforcement of City ordinances governing the storage, transport, and disposal of solid waste that employs inspections and audits, training enforcement officers, business and community outreach, and coordination with departments having responsibility for the management of solid waste transport and disposal.

### Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Conducts field investigations in response to complaints or notification of suspected releases of hazardous substances and documents findings.
- Identifies and evaluates environmental response mechanisms and suggests appropriate and innovative alternatives for disposition of contamination.
- Performs site audits and follow-up inspections to ensure compliance.
- Conducts audits of City agencies by evaluating information relevant to ensuring compliance with environmental laws, regulations, programs, and policies.
- Evaluates redevelopment and re-use proposals and meets with developers, planners, owners or operators, financial officials, and development agencies to resolve environmental issues.

- Presents and instructs on processes and policies for the environmental protection and conservation of City natural resources.
- Assists team and project leaders with more complex projects, as required.

**Qualifications (required):**

- Bachelor’s degree in chemical, environmental, or civil engineering; or ecological, chemical, physical or environmental science; or
- Master’s degree in a chemical, physical, ecological, or environmental science or other field closely related to the area of specialization is acceptable where undergraduate work is other than in the specified areas of specialization.

*Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position.*

**Knowledge, Skills, and Abilities**

- Knowledge of ecological systems, geophysical conditions, and habitat development, restoration, and maintenance.
- Knowledge of technologies, methodologies, and practices for analyzing, evaluating, containing, cleaning up, and mitigating the effects of releases of hazardous substances into the environment.
- Knowledge of State and Federal regulatory schemes for protection of water, air, and land.
- Skill in use of word processing, spreadsheet, database, and other work-related software.
- Ability to understand the interrelationship among environmental issues, operational functions, and programmatic functions.
- Ability to evaluate and analyze complex issues.
- Ability to communicate effectively, both verbally and in writing.
- Ability to organize and prioritize work.
- Ability to interact effectively with superiors, subordinates, agency representatives, and the general public.

**Licenses, Certifications, and Other Special Requirements:**

- Valid State of Michigan Operator License. Employees in this class may be required to provide and operate a motor vehicle on a reimbursed mileage basis.
- Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

**Physical Demands**

The work may require frequent travel with little or no advance notice, including extensive driving. Air travel may also be necessary.

**Work Environment**

Work is performed in a typical office environment as well as outdoors with exposure to all seasonal weather conditions. Possible exposure to hazardous substances requiring the utilization personal protective equipment (PPE) such as respirators, self-contained breathing apparatus, and chemical resistant clothing that may cause heat stress.

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*The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.*

**Notes:**

Current Subclasses

27-20-24 Environmental Specialist I – Environmental Assessment & Response  
27-20-25 Environmental Specialist I – Environmental Management Systems  
27-20-27 Environmental Specialist I – Solid Waste Management

Abolished Subclasses

27-20-26 Environmental Specialist I – Watershed Management