



## Job Specification

<b>Job Title: Environmental Specialist II</b>	<b>FLSA Type: Exempt</b>	<b>Date Established:</b>
<b>Department: City-Wide</b>	<b>EEO Code: 02</b>	<b>Date Revised: 10/20/2011</b>
<b>Class Code: 27-20-22</b>	<b>Reports To: Varies</b>	<b>Date Approved: 2/11/2022</b>

### Job Summary

Under general supervision, assist in the design of procedures and programs designed to facilitate environmental protection, conservation and use of City natural resources in compliance with federal, state and local environmental laws. Implements and coordinates the activities related to these programs and procedures. Lead the activities of assigned Environmental Specialist I.

**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 oversight 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.

**Watershed Management:** A multimedia technical assistance program to facilitate improvement in the environmental quality of the air and watershed. Coordinates with other City departments as appropriate on programs, plans, processes and procedures for mitigation, pollution prevention, conservation, restoration, and waste minimization to reduce pollutants from storm water run-off, monitoring and remedying non-point source pollution including Underground Storage Tanks (UST) and others. Programs and technical assistance also requires policies and procedures for reduction and auditing of emissions from combustion sources and demolition including compliance with National Emission Standards for Hazardous Air Pollutants (NESHAP) regulations.

**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)*

- Perform investigations and analyses related to highly technical environmental assignments.
- Direct work teams consisting of technical professionals on complex projects.
- Resolve organizational and jurisdictional issues to achieve efficient and cost effective solutions to the re-use and redevelopment of contaminated sites that meet the requirements of applicable federal, state and local environmental laws.
- Perform quality assurance evaluations and reviews of deliverables from environmental consultants and contractors.
- Analyze new or revised laws and regulations for impact on the goals, objectives, policies and procedures of the department.

- Conduct field investigations in response to complaints or notification of suspected releases of hazardous substances and documents findings.
- Identify and evaluate environmental response mechanisms and suggests appropriate and innovative alternatives for disposition of contamination.
- Perform site audits and follow-up inspections to ensure compliance.
- Conduct audits of City agencies by evaluating information relevant to ensuring compliance with environmental laws, regulations, programs and policies.
- Evaluate redevelopment and re-use proposals and meets with developers, planners, owners or operators, financial officials and development agencies to resolve environmental issues.
- Present and instruct on processes and policies for the environmental protection and conservation of City natural resources.

**Qualifications (required):**

- Master’s degree in chemical, environmental, or civil engineering; or chemical, physical, biological, ecological, or environmental science.
- Or, Bachelor’s degree in chemical, environmental, or civil engineering; or chemical, physical, biological, ecological or environmental science and three years of progressive experience involving one or more of the assigned areas of specialization.

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

**Qualifications (preferred):**

Prior experience in field operations, project management, project design and planning.

**Knowledge, Skills, and Abilities**

- Knowledge of methods and practices of strategic planning, process improvement and total quality management as they relate to assigned area of responsibility.
- 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 technical expertise of the assigned area of specialization.
- Skill in application of technologies, methodologies and practices for analyzing, evaluating, containing, cleaning up and mitigating the effects of releases of hazardous substances into the environment.
- Skill in public speaking.
- Skill in oral persuasion.
- Skill in technical writing.
- Ability to formulate practicable solutions to complex issues and determine the appropriate course of action to reach the desired goal or objective in a timely fashion.
- Ability to identify, analyze and resolve complex organizational and operational problems.
- Ability to lead and direct the work of technical and professional staff.

**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 employee generally remains in a stationary position for an extended period of time operating standard office equipment which may include computers, telephones, photocopiers, and fax machines. The employee is expected to move

about to accomplish tasks such as opening file cabinets and moving files. Must be able to lift, push, pull, and carry up to (25) pounds.

**Work Environment**

Work is performed primarily in an office environment. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions. The work may also require frequent travel with little or no advance notice, including extensive driving. Air travel may also be necessary. Additionally, work may involve 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

- 27-20-22 Environmental Specialist II
- 27-20-28 Environmental Specialist II – Environmental Assessment & Response
- 27-20-29 Environmental Specialist II – Environmental Management Systems
- 27-20-30 Environmental Specialist II – Watershed Management
- 27-20-31 Environmental Specialist II – Solid Waste Management