



City of Anaheim

Environmental Services Specialist I/II

SALARY	See Position Description	LOCATION	City of Anaheim, CA
JOB TYPE	Full Time	JOB NUMBER	2023-00398
DEPARTMENT	Public Utilities	OPENING DATE	12/13/2023
CLOSING DATE	1/22/2024 5:00 PM Pacific		

Description



PUBLIC UTILITIES

ANAHEIM.NET/UTILITIES

SALARY RANGE

Environmental Services Specialist I

\$91,364.00 - \$137,046.00 Annually

Environmental Services Specialist II

\$100,729.00 - \$151,093.00 Annually

The **City of Anaheim Public Utilities Department (APU)** seeks an experienced and knowledgeable **Environmental Services Specialist I or II** that will perform a variety of responsible professional level duties and responsibilities involved in environmental compliance planning, auditing, inspecting, testing and reporting for APU.

Distinguishing Characteristics:

Environmental Services Specialist I

This is the entry level class in the Environmental Services Specialist job series. This class is distinguished from the Environmental Services Specialist II by the performance of the more routine tasks and duties assigned to employees within the series. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties, and is at the discretion of higher level supervisory or management staff.

Environmental Services Specialist II

This is the full journey level class in the Environmental Services Specialist series. Employees within this class are distinguished from the Environmental Services Specialist I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are generally filled by advancement from the "I" level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and discretion.

The City of Anaheim reserves the option to hire at either Environmental Services Specialist I or II level based on candidate qualification and selection process.

Essential Functions

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

- Coordinate environmental compliance activities for the Anaheim Public Utilities Department (APU) including air quality, water quality, wetland and streambed alteration, hazardous materials, hazardous wastes, polychlorinated biphenyls (PCBs), asbestos, industrial hygiene, storm water, wastewater discharges, spill containment, and underground storage tanks.
- Conduct stormwater inspections to verify compliance with Stormwater Pollution Prevention Plan (SWPPP) and other National Pollutant Discharge Elimination System (NPDES) requirements.
- Conduct monitoring and reporting associated with APU's Drinking Water Discharge NPDES Permit.
- Assist in the development and implementation of environmental compliance goals, objectives, policies, plans and procedures; interpret and apply pertinent federal, state and local laws, rules and regulations to ensure compliance; perform required notification, coordination, and reporting with regulatory agencies.
- Maintain air emission compliance with South Coast Air Quality Management District (SCAQMD), Environmental Protection Agency (EPA), and California Air Resources Board (CARB), including preparation of SF6 emission reports.
- Assist in the development, implementation, and maintenance of environmental reporting systems; prepare reports necessary to meet environmental reporting requirements.
- Assist in the preparation of environmental compliance plans, strategies, responses and position papers as requested by regulatory agencies, including responses to charges or violations.
- Coordinate environmental compliance activities related to APU's operations; maintain an effective training program and develop and provide regular training for staff.

- Administer contracts with consultants and contractors to ensure all City requirements are met and terms of the contract are fulfilled.
- Conduct environmental compliance audits and assessments of APU facilities and off-site disposal facilities to ensure compliance with all environmental laws and regulations and APU's environmental policies and procedures.
- Coordinate response and cleanup of hazardous materials incidents; provide technical support and project management during hazardous material or chemical release incidents.
- Oversee the safe and secure salvage and recycling of electrical equipment; obtain fair market value for items with salvage value.
- Manage agreements with vendors to provide environmental products and services.
- Coordinate APU's compliance with the California Environmental Quality Act (CEQA) including preparation of initial studies, mitigated negative declarations and other necessary actions. Coordinate completion of technical reports including air quality, greenhouse gas, noise, and biological studies.
- Implement activities associated with groundwater protection including maintenance of well permit programs, well destruction, source water assessment and remedial actions; coordinate efforts to comply with storm water pollution prevention program requirements.
- Monitor legislation and regulations that may impact APU and develop comments on proposed regulatory actions.
- Respond to requests for information regarding electromagnetic field issues; conduct related surveys and monitor issues.
- Participate in a variety of trade associations and organizations concerning environmental laws and regulations; participate in professional groups and committees.
- Perform related duties and responsibilities as required.

Qualifications

Candidates must have one year (for Level I) of responsible professional environmental compliance experience **(four years for Level II)** supplemented by a Bachelor's degree from an accredited college or university with major course work in biology, chemistry, geology, environmental engineering, environmental science or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Candidates must have knowledge of environmental compliance strategies and methods; principles and practices of environmental engineering and regulatory compliance, especially related to electrical generating facilities and utility operations; auditing; air quality, water quality, hazardous materials regulations; environmental reporting and testing systems; chemistry; chemical toxicology; hazardous and physical characteristics of chemical contaminants and microorganisms that affect drinking water quality; soil properties and hydrogeologic information as it pertains to hydrocarbon contamination and subsurface flow; fate and transport of subsurface contaminants in soil and groundwater; hazardous waste management regulations and requirements; power plant air emission rules and regulations for South Coast Air Quality Management District (SCAQMD), Environmental Protection Agency (EPA), California Air Resources Board (CARB) and California Energy Commission (CEC); air emission data acquisition and handling system (DAHS); pertinent federal, state and local laws, codes and regulations; basic budget and financial principles; modern office practices, procedures and equipment; recordkeeping techniques and procedures; proper English usage, grammar, spelling punctuation, and vocabulary.

Candidates must demonstrate the ability to plan, organize, interpret and explain City environmental and regulatory compliance activities and policies; actively participate in the development and implementation of environmental compliance strategies, plans and guidelines; participate in the preparation of responses to position papers; research, analyze and evaluate new program techniques, methods and procedures; assist in the development of environmental reporting systems; apply the laws and regulations to maintain environmental compliance; remain current and respond to public requests regarding health and environmental issues; conduct a variety of surveys; effectively oversee, evaluate and recommend appropriate corrective action involving the Underground Storage Tank Cleanup Program; prepare air toxic emissions reports; remain current and respond to public requests regarding health issues and electromagnetic field issues; conduct electromagnetic field surveys at customer homes; prepare clear and concise reports; effectively monitor a program budget; develop and present training and public information sessions; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Candidates must be in possession of a valid California driver's license.

Supplemental Information

IMPORTANT APPLICATION INFORMATION AND INSTRUCTION

Applications will be accepted until **Monday, January 22, 2024** at **5:00PM**. Applicants are encouraged to apply early. Applications will not be accepted after this deadline.

The selection process will consist of a minimum of skills examination and oral interview.

The eligibility list established from this recruitment may also be used to fill the current and/or additional vacancies throughout the City.

Candidates must be specific and complete in describing their qualifications for this position. Failure to state all pertinent information may lead to elimination from consideration. Stating "See Resume" is not an acceptable substitute for a completed application.

The successful candidate will be required to undergo a reference / background check (to include a conviction record) and pass a post-offer pre-employment medical examination (which will include a drug/alcohol screening). The City of Anaheim utilizes E-Verify and new employees must provide documentation to establish both identity and work authorization.

Communication regarding your application and/or status will be sent to the email address listed on your application. Please check your email regularly throughout the recruitment process as you will not receive communications by any other method.

Agency

City of Anaheim

Address

201 S. Anaheim Blvd., Suite 501

Anaheim, California, 92805

Phone

714-765-5111

Website

<http://www.anaheim.net/jobs>

Environmental Services Specialist I/II Supplemental Questionnaire

*QUESTION 1

Candidates will be evaluated based on the information provided on both the application and the responses to the following Supplemental Questions. Failure to fully detail all experience or stating experience in response to the Supplemental Questions but not listing the experience in the application, copy/pasting information, or responses referring to your resume may eliminate you from consideration. Do you understand this requirement?

- ☐ Yes
- ☐ No

*QUESTION 2

How many years of professional environmental compliance experience do you possess?

- ☐ None
- ☐ Less than 1 year
- ☐ At least 1 year, but less than 4 years
- ☐ 4 years or more

*QUESTION 3

Do you have a Bachelor's degree from an accredited college or university with major course work in Biology, Chemistry, Geology, Environmental Engineering, or a related field?

- ☐ Yes
- ☐ No

*QUESTION 4

If you answered yes, what was your degree in and where was it obtained? If you answered "no", type "N/A"

*QUESTION 5

Do you have prior experience working for a water or electric utility?

- ☐ Yes
- ☐ No

*QUESTION 6

If yes, state the name of the agency, your title and a brief description of responsibilities, and time frames worked. If you answered "no", type "N/A"

***QUESTION 7**

Describe your experience working in regulatory compliance, including regulatory agencies and rules that you have worked with. If no experience, type "N/A"

***QUESTION 8**

Check areas for which you have significant knowledge and experience:

- ☐ Drinking water system compliance
- ☐ Hazardous waste management
- ☐ AQMD permitting
- ☐ Industrial hygiene
- ☐ Electrical equipment salvage
- ☐ Stormwater compliance and inspections
- ☐ Power plant emissions
- ☐ Soil and groundwater assessment / remediation
- ☐ Water Quality Management Plans
- ☐ Water recycling plant compliance
- ☐ Hazard communication programs
- ☐ Accidental Release Program (CalARP)
- ☐ Underground storage tanks
- ☐ Discharges from drinking water systems / dechlorination of drinking water
- ☐ Water well standards
- ☐ Emergency generators
- ☐ Hazardous materials management
- ☐ SF6 compliance and reporting
- ☐ CEQA compliance
- ☐ RWQCB/ACOE wetlands and streambed alteration permits
- ☐ Environmental Auditing
- ☐ PCB's
- ☐ Electric utility vault discharges
- ☐ Oil spill containment and planning
- ☐ Hazardous Materials Business Plans
- ☐ CARB portable equipment permits
- ☐ Asbestos
- ☐ Drinking water treatment
- ☐ NPDES Permits
- ☐ None of the above

***QUESTION 9**

Do you currently have a valid California Class C driver's license?

- ☐ No, and I am unable to obtain one

- ☐ No, and I am able to obtain one by date of appointment
- ☐ Yes

* Required Question