

SNOHOMISH COUNTY JOB DESCRIPTION

ENVIRONMENTAL COORDINATOR, SENIOR

Spec No. 2219

BASIC FUNCTION

To coordinate and manage environmental aspects of the Road Maintenance Division's countywide operations.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assumes lead role to ensure compliance with a variety of complex environmental regulations in planning, development, implementation, and evaluation of road maintenance operations; has lead responsibility for identifying information required, choosing data collection methods and collecting data; analyzes data and assesses the environmental effectiveness of programs and compliance with applicable regulations; assumes lead role in developing program and project environmental options; leads efforts to analyze proposals and cost estimates; leads efforts to solicit input and involvement from department staff and citizens.
2. Assumes lead role in the coordination and management of environmental and permitting aspects of road maintenance operations; acts as a resource to staff on a variety of complex environmental issues; coordinates engineering, environmental review and permitting for programs and projects with Public Works divisions staff, and Planning and Development services staff, and/or other technical staff; ensures that the completed work complies with applicable environmental laws, regulations, permits, ordinances and grant requirements.
3. Conducts environmental risk assessments of road maintenance operations, identify potential environmental impacts of road maintenance activities and coordinates environmental review and permitting; negotiates road maintenance programmatic permits with other departments and county, state, and federal agencies, monitors for compliance; monitors road maintenance mitigation sites for completeness and long-term success; provides suggestions or conducts research to improve success of mitigation projects.
4. Monitors road maintenance operations for Endangered Species Act (ESA) compliance, makes corrections as necessary; advises supervisors, team leaders, and employees on the latest changes or additions to ESA regulations; conducts training and other presentations to work force on a variety of complex environmental issues.
5. Serves as principal staff representative on various advisory committees, commissions, and interest groups; represents the road maintenance division on regional, state, and federal environmental committees; arranges for presentations by other staff and agencies; leads the effort to develop group policies, documents and reports.
6. Assumes lead role in the oversight and coordination of waste disposal for the Road Maintenance Division; ensures the division's waste disposal practices are performed in compliance with applicable regulations. Serves as principal staff representative on various solid waste management committees and policy groups pertaining to road maintenance.

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STATEMENT OF OTHER JOB DUTIES (continued)

7. Serves as contact for environmental aspects of road maintenance operations from staff, the public, government officials, business leaders, the media and interest groups; acts as principal representative of the county for related presentations, attends meetings and participates in discussions.
8. Responsible for and may lead team in developing strategic approaches for presenting sensitive issues and information to a variety of audiences; leads group that arranges for, sets up, and/or participates in public meeting, hearings, and council sessions;
9. Prepares or leads team which develops and revises various county codes and policies addressing road maintenance issues.
10. Responsible for and may lead team in preparing bids, requests for proposals, and contract documents; responsible for shepherding contracts and interlocal agreements through the approval process; monitors the performance of various contractors, consultants, and cooperating local agencies; approves work in progress and upon completion; approves billings for services received; prepares status reports as required.
11. Prepares and submits various grant and loan proposals; implements or leads team which implements the various grant tasks; drafts and negotiates subcontracts under grants; coordinates, monitors and approves work completed by grant funded subcontractors and recipients; administers non-accounting aspects of major and minor grants.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in biology, environmental sciences/studies, engineering, geography, or a related field; AND, three (3) years experience in work specific to the requirements of the position; OR, any combination of training and/or experience that provides the required knowledge and abilities. A Master's degree may be substituted for one (1) year of experience. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of road maintenance and construction, procedures, and/or methods of road maintenance activities and related environmental issues;

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KNOWLEDGE AND ABILITIES (continued)

Knowledge of:

- Endangered Species Act, threatened and endangered species, and their effect on road maintenance activities;
- National Pollutant Discharge Elimination System, stormwater program and permits, and related issues;
- relevant principles and practices in Biology with specialization in Fisheries or related field;
- wetland and/or stream resource management, wetland delineation, stream and fish habitat identification and assessment;
- environmental permitting and compliance;
- solid waste and dangerous waste regulations
- the use of personal computers.

Ability to:

- serve as team leader and direct the activities of subordinate employees;
- gather, evaluate and document technical data;
- read, interpret and apply legal documents;
- independently prepare and implement comprehensive programs;
- independently organize tasks, delegate responsibility and coordinate a team effort under deadlines;
- synthesize research results and use these results as a basis for recommendations;
- communicate effectively both orally and in writing;
- make effective group presentations;
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public;
- read, interpret and apply federal, state and local laws, rules and regulations governing assigned duties;
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- negotiate contracts and oversee contractors;
- resolve conflicts.

SUPERVISION

Employees in this class receive direction from a Manager or administrative superior. The work is performed with considerable independence and is reviewed through meetings, periodic status reports and results obtained.

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WORKING CONDITIONS

The work is performed in the usual office environment with field trips to work sites throughout Snohomish County.

Since Road Maintenance is a first responder in a variety of storm and disaster situations, the employee is subject to call 24 hours a day and may require working long hours, nights, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: September 2000
EEO Category: 2 – Professionals
Pay Grade: 243 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous