

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **ENVIRONMENTAL PROGRAMS COMPLIANCE SPECIALIST**

Spec No. 3336

### **BASIC FUNCTION**

To assist the Surface Water Management (SWM) Division Director in planning and coordinating environmental regulatory compliance programs and projects, and assume the lead responsibility of projects assigned by the Division Director. Assignments include serving as the county lead for federal Clean Water Act National Pollutant Discharge Elimination System (NPDES) municipal stormwater permit administration which involves regular briefings of the Executive, Council, Department heads, and interdepartmental staff as well as close coordination with the Prosecuting Attorney's office. The position also may involve related work occurring under the federal Endangered Species Act, the state Growth Management Act and other provisions of the federal Clean Water Act. Work under this section, if mishandled, could expose the county to significant liability from civil or criminal penalties or from third party lawsuits.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Serve as county's lead staff on formulation and tracking of Clean Water Act permits related to NPDES municipal stormwater. May also serve as lead or SWM representative on other high level federal or state law compliance efforts related to the Clean Water Act, Endangered Species Act, Growth Management Act, or other laws as assigned.
2. Represents the county in jurisdictional discussions with federal or state agencies related to periodic re-issuance of NPDES municipal stormwater permit.
3. Maintains a thorough knowledge of related laws and a strong network of professional contacts associated with NPDES compliance at the federal, state, and local level.
4. Assumes direct and independent responsibility for department-wide and/or countywide environmental programs and projects, as assigned by the director.
5. With the approval of department and division director, periodically reports to the Executive and Council on the status of federal permit compliance and other efforts
6. Assists in planning and coordinating the environmental compliance activities of the division; develops work plans, monitors actual progress against goals and objectives; coordinates assigned divisional departmental activities with other county departments and divisions as required.
7. Reviews and analyzes project/program objectives, policies, procedures, and work standards; develops and recommends new and/or improved objectives, policies, procedures, and standards, and coordinates their implementation with other divisions and departments as necessary.

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **ENVIRONMENTAL PROGRAMS COMPLIANCE SPECIALIST**

Spec No. 3336

#### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Develops short and long range plans for consideration and approval of the Department Director; assists the director in the preparation and coordination of the department's annual budget and work program.
9. Arranges for, sets up and/or participates in public meetings, hearings and council sessions; acts as Public Works departmental representative when so designated by the Department Director; supervises the preparation of graphics displays, brochures, leaflets, and slide/tape shows; prepares oral and written presentations including findings and reports; organizes citizen and technical advisory groups and solicits input as appropriate.
10. Serves as liaison to the county advisory committees as requests; acts as liaison to various state and local agencies; provides information and technical assistance to citizens, municipalities, special purpose districts and grant applicants.
11. Provides technical assistance in resolving conflicts or problems.
12. Coordinates the proposal, development and implementation of new and modified county codes and associated regulations, procedures and technical standards within Public Works and with other county departments.

#### STATEMENT OF OTHER JOB DUTIES

13. May directly represent the Public Works department in negotiations with municipalities and other units of government concerning environmental compliance issues.
14. May assume a role as member or lead of a Department team, which would collectively address the responsibilities of a special project.
15. May coordinate overall grant functions, including, establishing procedures for internal monitoring and grant acquisition.
16. Directs the preparation of status reports and studies as required.
17. May represent the county in court cases dealing with environment, land use and other matters.
18. Performs related duties as required.

#### MINIMUM QUALIFICATIONS

A Masters degree in civil engineering, urban planning, environmental studies, geography or related field; AND, four (4) years of experience in planning work related to the specific requirements of the position. Work related experience may be substituted for the required

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **ENVIRONMENTAL PROGRAMS COMPLIANCE SPECIALIST**

Spec No. 3336

#### **MINIMUM QUALIFICATIONS** (Continued)

education or training on a year for year basis. Familiarity and work experience with a variety of local units of government is required. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

A valid Washington State Drivers License is required for employment.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Federal Clean Water Act, Endangered Species Act, state Growth Management Act and other water quality and land use laws, codes and policies
- water quality management principles and methods
- methods and techniques of community involvement
- the principles and practices of program planning, organization and administration

Ability to:

- evaluate programs, policies and procedures, analyze operations and recommend effective action to correct deficiencies and resolve problems
- develop program plans and budgets and evaluate work accomplishments
- mediate and resolve compliance among different county and agency entities
- analyze and resolve work related problems
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- read, interpret and apply laws, rules, regulations and legislation governing department operations
- prepare a variety of correspondence, reports and other written materials

#### **SUPERVISION**

The employee reports to the Surface Water Management Division Director. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained.

#### **WORKING CONDITIONS**

The work is performed in the usual office environment with frequent field trips to locations throughout the county for attending meetings and making site visits. The employee is required to work evenings, weekends and holidays as necessary.

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **ENVIRONMENTAL PROGRAMS COMPLIANCE SPECIALIST**

Spec No. 3336

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: June 2006  
EEO Category: 2 - Professionals  
Pay Grade: 246 - Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous