

Middletown, CT Job Description

Classification Title	Environmental Resources Specialist
Job Code	
Department	Water & Sewer
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to respond to questions from the public and city staff regarding environmental issues concerning the City and adjoining municipalities. serve as staff advisor to the Water & Sewer Department and other City Departments on environmental matters concerning permit applications, regulatory compliance, wetlands delineations, educational programs and public relations matters. The position shall also assist the Sewer division in budget tracking, CNR and vendor contractual compliance matters. The position shall serve as staff to the Urban Forestry Commission and Harbor Improvement Commission. The position shall report to the Director of Water & Sewer.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Has responsibility for oversight and monitoring of the sewer departments budget; CNR fund and vendor contracts. Staffs and coordinates Urban Forestry Commission, which includes developing agendas and recording minutes for meetings, answering calls from public and city staff, researching and pursuing grants, purchasing trees, reviewing removal of hazardous city trees, coordinating Arbor Day celebrations, soliciting and coordinating volunteers for tree planting projects, and educating the public.
- Has responsibility for all permit applications for Sewer and Water projects to regulatory agencies. Performs duties for Harbor Improvement Agency, which includes collaborating with police and Harbor Master regarding water related issues, implementing Harbor Management Plan, coordinating bass tournament, pursuing grants, developing mooring plan and fee structure for boats, monitoring spring flooding events and managing cleanup efforts.
- Shall monitor and track all on-going regulatory compliance, documentation and correspondence for Water & Sewer matters.

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- ~~Shall provide wetlands delineations for any and all City agencies as requested. Fields phone calls regarding wildlife, wetlands, contaminated property, trees, the reservoir, construction projects, water conservation, hiking, and kayaking/canoeing.~~
- ~~Shall serve as an applicant's representative for wetlands permits. Provides wetland delineations and assessments. Performs erosion and sedimentation control inspections and design.~~
- ~~Shall assist or facilitate grant writing for the Water and Sewer Departments and any other City agency as the need may arise in areas of expertise. Coordinates permits for Water & Sewer Department.~~
- ~~Lead staff in charge of publication for the semi-annual department newsletter as well as for organizing and completing the Consumer Confidence Report required by EPA on an annual basis. Prepares a variety of reports, maps and studies. Drafts letters for local, state and federal~~
- ~~Develops and maintains an educational component for Water Conservation for the Water Department. Shall develop and provide classroom materials to be used in schools cooperatively with the Middletown public, private and parochial school system. Agencies. Coordinates and attends meetings for state and local officials. Attends trainings and conferences.~~
- ~~Will serve as representative of the department for Bio-Blitz 2007. Serves as project manager for projects generated by the Urban Forestry Commission, Harbor Improvement Agency and Water & Sewer Department. Responds to water main breaks to assess potential for environmental impacts. Works with environmental professionals, engineers, surveyors, attorneys, developers and regulators regarding permitting, implementation of project approvals and final reporting.~~
- ~~Assists in all environmental aspects of department construction projects and routine operations and shall provide lead management resources for Watershed Forestry Management for reservoir properties in association with the Superintendent of Water Sources. Prepares Water & Sewer Department newsletter. Coordinates articles, photos and topics. Contracts vendor for printing.~~
- ~~Serves as primary staff to the Harbor Improvement Commission and as staff for the Urban Forestry Commission. Coordinates preparation of the Consumer Confidence Reports, which includes information on water quality reports and testing, source~~

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~~information, source protection and laboratory and chemical results. Distributes and files report.~~

- ~~• Works with other City departments and the public; conducts special meetings. Works with engineers, attorneys, builders, developers and the public regarding environmental questions.~~
- ~~• Prepares a variety of reports, documents and correspondence; creates reports, maps, and letters regarding environmental issues affecting the Water & Sewer Department.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Bachelor's degree in Environmental Studies and a Master's degree in Public Administration, or a related field with two years of conservation/environmental experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

Other

- ~~• Position requires possession of a valid Connecticut driver's license. Certified Soil Scientist~~

PREFERRED QUALIFICATIONS

~~None.~~

KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.~~
- ~~• Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application~~

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~~of policies, procedures and standards to specific situations.~~ Knowledge of local, state and federal ordinances and regulations

- ~~Requires the a~~Ability to utilize reference, descriptive, consulting, design and advisory data and information such as site plans, maps, wetland studies, grants, contracts, studies, reports, statutes, ordinances, legal briefs, economic analysis, and organizational analysis.
- ~~Requires the ability to communicate orally and in writing with the Director and all department staff, other City departments, local, state and federal departments and agencies, commissions, councils, boards, committees, City officials, developers, attorneys, consultants, the media and the public.~~ Knowledge of Brownfields Programs, Urban Forestry, natural environment, geology, chemistry, engineering and surveying
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra and geometry.~~ Knowledge of current trends in water industry
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in Training, orienting, and managing personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Pperform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.

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- ~~Ability to E~~exercise good judgment and focus on detail as required by the job
- ~~Ability to O~~operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- ~~Ability to U~~use (or learn to use) computer software and systems applicable to the position
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to C~~ompare data from a variety of sources for accuracy and completeness
- ~~Ability to O~~rganize large volumes of detailed data and information
- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors
- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~eason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, drafting tools, scales, vehicles, measuring tools, soil auger, chain saws, cameras, recording equipment, and/or related materials used in performing essential functions.~~

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~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~

~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~

~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing and balancing.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/05/15
Dates revised	