

Middletown, CT Job Description

Classification Title	Environmental Specialist
Job Code	
Department	Planning, Conservation & Development
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to serve as staff advisor to the environmental commissions and community at large. ~~Works with City personnel and the public on open space acquisition, open space management, brownfield remediation and projects to benefit the environment. This includes but is not limited to the areas of inland wetlands, open space planning and management, air, ground and surface water protection. This position reports directly to the Director of Planning, Conservation and Development.~~

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.

- Serves as primary staff to ~~Wetlands Agency, Conservation Commission, and Bikeways Commission; serves Commission.~~ Serves as advisory staff to Planning and Zoning Commission, ~~Inland Wetlands and Watercourses~~ Mayor's Select Committee on Waterfront Development; ~~participates Agency.~~ Participates in other meetings as needed.
- ~~Assists the general public and other professionals in dealing with questions regarding wetlands, surface and groundwater, open space, harbor uses, wildlife, air and other environmental concerns.~~
- Coordinates meetings, agendas, site visits, approvals and denials for the Wetland Commission; conducts meetings with Chairperson; explains site characteristics, maps, site plans and gives recommendations. Manages contractors for Brownfield remediation and open space management. Collaborates with other city departments to remediate brownfields and improve or maintain City's open space.
- Prepares a variety of reports, documents and correspondence; ~~Creates reports, maps, and site plans. Makes recommendations. letters regarding environmental issues affecting the City.~~
- ~~Reviews application materials for compliance with regulations; signs site plans and applications for all building and construction within the City. Reviews Phase I, II and III environmental assessments and remedial action plans, etc.~~ Reviews

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environmental reports Phase I, II and III, environmental assessments, remedial action plans, site plans and application for compliance with regulations.

- Performs research and investigation regarding wetlands, surface and groundwater concerns, open space, wildlife, air and other environmental concerns.
- Works with other City departments and the public regarding environmental questions and matters. ~~Conducts special meetings with local businesses, engineers, attorneys, builders, developers, professionals, farmers and property owners. Chamber of Commerce. Coordinates work with engineers, attorneys, builders, developers and the public regarding environmental questions.~~
- ~~Conducts site visits to view properties considered for development; conducts construction enforcement inspections for compliance with plans.~~
- Prepares grants for federal and state foundation funds to complete environmental, brownfield remediation, open space acquisition, open space management and beautification projects. Implements projects funded with grants or City funds. Handles grant compliance. Prepares requests for payment from grant sources. Coordinates brownfield testing, harbor improvement, tree planting and urban forestry programs and projects. Hosts special events.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Urban Planning, Environmental Studies or a related field with two years of conservation/environmental planning 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.~~

PREFERRED QUALIFICATIONS

Master's degree in Urban Planning, Environmental Studies or related field.

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KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid 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 a~~Ability to implement decisions based on such data, and oversee the execution of these decisions.
- ~~Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.~~
- ~~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, and the public.~~
- ~~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. Ability to R~~elate to and interact with a non-traditional and diverse student and employee population
- ~~Ability to W~~ork independently
- ~~Ability to R~~ead, analyze, and interpret standards, policies, procedures, and regulations
- ~~Ability to D~~evelop and write reports, policies, and correspondence
- ~~Ability to H~~andle common inquiries or complaints
- ~~Ability to A~~pply concepts such as fractions, percentages, ratios, and proportions to practical situations
- ~~Ability to D~~efine problems, collect data, establish facts, and draw valid conclusions
- ~~Ability to I~~nterpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables

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- ~~Ability to P~~perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- ~~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~~

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~~saws, cameras, recording equipment, and/or related materials used in performing essential functions.~~

~~• 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 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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 talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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.

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