



# City of Tempe

## ENVIRONMENTAL QUALITY SPECIALIST

| JOB CLASSIFICATION INFORMATION   |                |                                |                                  |
|--|----------------|--------------------------------|----------------------------------|
| <i>Job Code:</i>   | 328            | <i>Department:</i>             | Municipal Utilities              |
| <i>Supervision Level:</i>  | Non-Supervisor | <i>State Retirement Group:</i> | ASRS                             |
| <i>Status:</i>   | Classified     | <i>Market Group:</i>           | Environmental Quality Specialist |
| <i>Safety Sensitive / Drug Screen:</i>   | Yes            | <i>Physical:</i>               | No                               |
| Click <a href="#">here</a> for more job classification information including current salary range. |                |                                |                                  |

| REPORTING RELATIONSHIPS  |
|--|
| Receives direct supervision from the Environmental Program Supervisor or other supervisory or management staff.                |
| May exercise technical supervision over department employees or outside consultants relative to environmental quality matters. |

| MINIMUM QUALIFICATIONS          |  |
|---------------------------------|--|
| <i>Experience:</i>              | Four (4) years of federal, state or local regulatory compliance experience based on assigned environmental program; drinking water, wastewater, stormwater or air quality.   |
| <i>Education:</i>               | Bachelor’s degree from an accredited college or university in science, public policy, environmental engineering, environmental planning and management or a degree related to the core functions of this position. |
| <i>License / Certification:</i> | Possession of a valid driver’s license.  |

| ESSENTIAL JOB FUNCTIONS   |
|---|
| Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.  |
| To actively support and uphold the City's stated mission and values. To provide highly complex technical expertise to director, deputy director, manager and supervisory staff regarding environmental regulations and issues; to develop and implement environmental programs and projects to ensure compliance with federal, state and local regulations; to assess environmental regulatory compliance status for City facilities; to research and address environmental issues related to drinking water, wastewater, stormwater, aquifer protection, air quality and other City programs and projects; to represent the City on technical committees and stakeholders’ groups related to environmental issues. |

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Provide, customer service to other City sections, divisions and departments, and outside agencies, Tempe residents and other parties impacted by Municipal Utilities' services.
- Work with City departments regarding internal environmental quality compliance strategies; provide technical assistance to City departments to facilitate understanding of environmental regulations.
- Perform research and stay informed on emerging environmental legislation and regulation and their impacts to the City.
- Coordinate environmental compliance assessments and provide compliance assistance and guidance to City facilities and operations.
- Develop and implement environmental compliance and pollution prevention programs including drinking water, wastewater, stormwater and air quality, depending on assignment
- Coordinate as assigned drinking water, wastewater, stormwater, air quality and/or other monitoring activities to assess environmental impacts and regulatory compliance status.
- Compile routine reports, interpret data and conduct quality assurance/quality control reviews of reports related to environmental issues; develop and update regulatory reporting forms as requirements change; assist with writing of annual reports as assigned for drinking water, wastewater, stormwater and other areas, as necessary.
- Maintain databases as assigned for drinking water, wastewater, stormwater, air quality and other miscellaneous compliance reporting.
- Develop and implement public outreach programs and utility benchmarking programs related to environmental quality; coordinate statistical analyses of public education program results to assess effectiveness; compile reports of program results.
- Assist with the preparation and submittal of environmental permit applications as needed.
- Assist with development and updates of environmental compliance plans for various City departments.
- Review organizational goals and objectives; discuss job duties and performance expectations; set performance goals;
- Read and interpret the Geographic Information System utility maps.
- Respond and provide direction to contractors, City employees and the public concerning environmental program matters.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 30 lbs.;
- Operate city vehicles;
- Climb stairways, ladders, and work on elevated structures or subterranean;
- Traverse uneven surfaces;

- Traverse long distances during workday, with or without an accommodation;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators, and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation;
- Exposure to blood and airborne pathogens; bodily fluids, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time.

## COMPETENCIES

| CLASSIFICATION LEVEL | INCLUDES      | COMPETENCIES   |
|----------------------|---------------|--|
| Foundational         | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory      | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability                              |
| Supervisory          | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others                   |
| Manager              | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring       |
| Deputy Director      | In Addition > | Entrepreneurship and Networking  |
| Director             | In Addition > | Organizational Vision  |

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ: Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective September 2001*

*Revised April 2003*

*Revised November 2010 (Removed optional driver's license requirement)*

*Revised December 2016 (added physical and/or mental activities)*

*Revised March 2019 (PW reorg – moved to Municipal Utilities Dept)*

*Revised May 2022 (update reporting relationships, min quals, essential functions, and job duties)*