

COLUMBIA COUNTY, OREGON  
 JOB DESCRIPTION: ENVIRONMENTAL SERVICES SPECIALIST II  
 DATE: 08/16/2010

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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	312
SUPERVISOR:	LDS Director	SALARY RANGE:	27
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

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**GENERAL STATEMENT OF DUTIES:** Perform professional level environmental compliance work in conducting plan reviews, surveys, inspections and investigations related to the administration of various County environmental regulations including but not limited to on-site sewage, public water systems, food handling, floodplain regulations, wetland/riparian area protection, and stormwater/erosion control. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**On-Site Sewage Program**

Perform soil evaluations and site assessments for the installation of sewage disposal systems for homes and commercial facilities.

Perform field inspections of the construction of on-site sewage systems for conformance with approved plans and DEQ regulations.

Advise residents, owners, operators and contractors of any deficiencies in on-site sewage systems and explain regulations. Determine appropriate corrective action. Perform follow-up investigation to ensure compliance.

**Public Water/Food Quality**

Conduct sanitary water surveys on public water systems for conformance to federal and state statutes.

Evaluate cases of food borne or waterborne illnesses related to persons living within the County boundaries.

**Stormwater and Erosion Control Ordinance Administration:**

Review and approve Stormwater and Erosion Control plans for consistency with ordinance requirements.

Coordinate with the County’s consultant engineer on technical engineering design issues related to submitted Stormwater and Erosion Control plans.

Inspect completed Stormwater and Erosion Control facilities for compliance with the Stormwater and Erosion Control Ordinance and approved final site development plans.

**FloodPlain Regulations Compliance:**

Verify compliance with applicable Floodplain Overlay District regulations by verifying submittal and proper filing of pre-construction elevation certificates and verifying submittal and proper filing of post-construction ground floor elevation certificates.

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Prepare and submit annual floodplain development activity report to FEMA

**Wetlands/Riparian Area Compliance**

Carry out local coordination activities with State DSL including verification and filing of required notifications to DSL of development activities affecting wetlands.

Conduct final inspections of development sites for compliance with applicable local wetland and riparian area regulations.

**Enforcement of Environmental Regulations**

Conduct final inspections on development sites for compliance with final site development plans as approved with the issued Building Permits.

Provide technical assistance and advice and coordinate environmental regulations at the request of the Code Enforcement Officer concerning violations of environmental regulations.

**Miscellaneous**

Draft and recommend forms and procedures. Prepare and maintain appropriate records, reports and files. Present reports to appropriate groups and agencies as appropriate.

Provide staff assistance to related advisory commissions/committees.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a normal responsibility of this position. Position will be responsible for providing training to lower level classification positions.

**SUPERVISION RECEIVED:** Work independently without direct supervision under the general direction of the Land Development Services Director who provides policy, procedure and administrative direction and review performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree with specialization in an environmental science or related field. Preference will be given for course work in soil science and/or natural resources management. Two years of experience in the administration of environmental science with at least a total of four years of progressively responsible experience in related work necessary to obtain the necessary qualifications. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

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**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the County's liability insurance. Possession of, or the ability to possess within thirty days of hire, registration as an Environmental Health Specialist or Waste Water Specialist with the State of Oregon.

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of the theory and practices of environmental science and environmental health. Working knowledge of State and County codes relating to on-site sewage systems, wetland/riparian protections, floodplain protection, grading, stormwater and erosion control theory. Knowledge of report composition, effective communication practices, interpretation and enforcement of statutes, rules, codes, ordinances and conditions of approval. Knowledge of standard business computer software, including word processing and spreadsheets.

Ability to perform natural resources field and research investigations and to develop mitigation measures. Ability to comprehend and interpret statutes, codes, rules, ordinances, correspondence, complaints, reports and conditions of approval. Ability to uniformly apply laws, ordinances and regulations to diverse situations. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands while in the office are minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds. Field activity may require additional physical demands, such as walking, bending, stooping, climbing, etc. and occasionally lifting up to 100 pounds and/or moving equipment which may weigh 50 pounds. Requires digging with hand equipment and retrieving and carrying vegetation and soil samples.

**WORK ENVIRONMENT:** The work environment characteristics 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.

Work time is split between a general office environment and field activities. The performance of field work may require walking over various terrains or other hazards, including unimproved areas, and exposure to all weather conditions, including extremes of hot and cold and wet weather.