

SITE ASSESSMENT PROGRAM ADMINISTRATOR

DEFINITION

Plans, develops, and directs the implementation of the District's site assessment and California Environmental Quality Act (CEQA) activities.

TYPICAL DUTIES

- Manages the day-to-day performance of the District's site assessment activities.
- Establishes objectives, policies, standards, guidelines, and practices for the District's site assessment and CEQA activities.
- Ensures compliance with applicable federal, State, and local regulations regarding the performance of site assessment and CEQA activities.
- Evaluates the effectiveness of the District's site assessment and CEQA activities and makes recommendations for improvements as needed.
- Manages and directs activities of the site assessment and CEQA staff and determines staff assignments.
- Trains site assessment and CEQA staff and evaluates their performance in meeting goals and objectives.
- Acts as liaison amongst the Office of Environmental Health and Safety, other District entities, and outside agencies regarding site assessment and CEQA activities.
- Meets with and addresses a variety of groups, including employees, administrators, public agency officials, and individuals from community organizations.
- Oversees and/or prepares environmental review documents, such as Phase I Environmental Site Assessment, Preliminary Environmental Assessment, Remedial Investigation/Feasibility Studies, Remedial Action Plan, CEQA Exemptions, Negative Declaration, Mitigated Negative Declaration, Environmental Impact Reports and other necessary environmental documents.
- Evaluates new legislation and develops recommendations for incorporating changes into the District's policies, procedures, and guidelines for site assessment activities.
- Makes recommendations for new policies and procedures where guidance may be unavailable or inadequate.
- Responsible for developing and managing site assessment and CEQA budgets and schedules.
- Responsible for schedules, budget, and technical performance of contractors retained to perform site assessment and CEQA activities.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Site Assessment Program Administrator manages and oversees site assessment and CEQA activities to ensure evaluation of District acquisitions, existing facilities, and assessment of environmental impacts.

An Environmental Health Manager, Environmental Programs directs and oversees the planning, developing, and implementing environmental programs related to environmental compliance, CEQA, and site assessment.

An Environmental Assessment Coordinator analyzes complex documents promulgated under State and federal law, manages and participates in the evaluation of District acquisitions and third-party construction to assess the environmental impact, and determines the actions required for remediation and/or mitigation of environmental hazards.

SUPERVISION

General direction is received from an Environmental Health Manager, Environmental Programs Supervision is exercised over Environmental Assessment Coordinators and Environmental Health Specialists.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of site assessment activities, engineering, geology, and hazardous materials
- Federal, State, and local environmental regulations including the California Environmental Quality Act
- Methods and technologies for assessment and remediation of air, surface, and subsurface contamination
- Basic principles of contract law, public purchasing, research, cost analysis and control, budgeting, and accounting
- Administrative organization of the District
- Principles of public relations
- Principles of training, performance evaluation, employee relations, and progressive discipline

Ability to:

- Plan and direct site assessment and CEQA activities and evaluate operational effectiveness
- Establish objectives, policies, standards, guidelines, and practices for the District's site assessment and CEQA activities
- Act as liaison between the Office of Environmental Health and Safety and other District entities and outside agencies regarding site assessment activities
- Communicate effectively in writing and orally
- Analyze and assess the content and impact of written materials
- Read blueprints, architectural drawings, and other plans
- Work effectively with District personnel and the public
- Supervise and delegate responsibilities to subordinates

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull, and lift up to 50 pounds in inspecting or assisting projects when needed
- Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
- Ability to work safely in confined spaces
- Ability to do physical work under conditions involving temperature extremes
- Vision sufficient to perform site surveys and assessments
- Normal color-vision to distinguish colors on maps
- Normal sense of smell to detect substances such as petroleum

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, with a major in engineering, environmental science, geology, urban planning or a closely related field.

A graduate degree in engineering, geology, environmental science, or a closely related field and Professional Engineer (P.E.) or Professional Geologist (P.G.) designation, Registered Geologist (R.G.) or Certified Hydrogeologist (C.H.G.) certification are highly preferable.

Experience:

Three years of experience, preferably within the past five years, in remediation and mitigation of hazardous conditions for a private or public organization, preferably including experience in developing and implementing or coordinating environmental site assessment and CEQA activities. Two years of supervisory experience is preferable.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Requires wearing a negative pressure respirator.
2. Employment is subject to medical clearance which meets pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos or lead.
3. Prior to the end of probation, certification by the federal Environmental Protection Agency of 40 hours of Hazardous Waste Operations and Emergency Response training (subsidized by the District) is required.
4. Prior to the end of probation, an employee in this class must be a Registered Environmental Assessor with the State of California or a Professional Geologist or Engineer.
5. Employees in this class may be required to work atypical work weeks, evenings, and weekends.
6. Management class, exempt from bargaining units.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
12-01-10
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