

CODE: 4510

GRADE: 14

**THOMAS COUNTY, GEORGIA
JOB DESCRIPTION**

**JOB TITLE: ENVIRONMENTAL SPECIALIST/CODE ENFORCER
ENVIRONMENTAL PROTECTION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs technical and administrative work for the Environmental Protection Department. Work involves providing environmental enforcement and education with State and local environmental laws. Employee must also exercise considerable tact and courtesy in frequent contacts with the general public.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Ensures the enforcement of environmental laws.

Investigates complaints from the public.

Oversees the clean up of wrecks and spills.

Evaluates evidence.

Plans and organizes public relation campaigns.

Enters data in the computer.

Writes and mails violation notices.

Develops and presents presentations.

Monitors solid waste collection sites.

Removes waste from illegal dump sites.

Works with the State and Federal Environmental agencies on environmental issues.

Monitors scrap tire generators.

Provides technical support during presentations.

Issues citations to violators.

Uses various pieces of equipment for enforcement and educations.

ENVIRONMENTAL SPECIALIST

Performs routine clerical work in support of program planning and application duties, including preparation of correspondence, reports, records and files; maintains records and files associated with studies and conservation plan preparation.

Receives and/or reviews various records and reports including maps, trip manifest, permits, scale tickets, laws, drafts of letters, pictures, lab reports, and various other records, reports, memos, correspondence, etc.

Prepares and/or processes various records and reports including maps, drafts of letters, statistical analysis, reports, expenditure reports, photographs, and various other records, reports, memos, correspondence, etc.

Refers to law books, topographical maps, State statutes, environmental ordinances, environmental textbooks, policy and procedure manuals, computer manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a vehicle and a variety of office equipment including computer, printer, digital camera, video camera, global positioning system, telephone, copier, etc.

Uses shovel, broom, rake, mechanic's tools, clerical supplies, and computer software such as Microsoft Word, Microsoft Excel, Microsoft Access, etc..

Interacts and communicates with various groups and individuals such as immediate supervisor, students, supervisors in other departments, violators of the laws, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree with course work in agriculture, forestry, engineering or related field, and one to two years of experience in agriculture, forestry or installation of soil conservation practices; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENT

Must have successfully completed required courses and certification; may be required to possess additional certification(s) as deemed necessary by the County. Must possess a valid Georgia driver's license.

ENVIRONMENTAL SPECIALIST

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, copiers, printers, clinometers, surveying equipment, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, maps, surveys, journals, etc. Requires the ability to prepare correspondence, reports, forms, studies, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering and agricultural terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and surveying tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and surveying tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

ENVIRONMENTAL SPECIALIST

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.