

# ENVIRONMENTAL COMPLIANCE COORDINATOR

10c

**GRADE: 18**

## **GENERAL DESCRIPTION**

Under limited supervision and using comprehensive knowledge, reviews and inspects plans and specifications of proposed land developments, construction sites, and businesses to ensure compliance with environmental and engineering codes, ordinances, and regulations in Hidalgo County.

## **EXAMPLES OF WORK PERFORMED**

Reviews and analyzes plans and specifications by applying knowledge of general construction practices and methods, erosion and sedimentation control methods and strategies, water quality and drainage theory.

Investigates and studies drainage complaints and responds as necessary.

Coordinates with contractors, engineers, owners, and other stakeholders to resolve issues and assist in ensuring compliance of development projects with environmental regulations; coordinates County activities and projects with local and regional watershed and environmental groups.

Coordinates inspections of permitted land development and construction sites for compliance with environmental protection regulations.

Coordinates site investigations and evaluates best management practices for erosion and sedimentation control and tree preservation and for compliance with landscape and tree ordinances.

Coordinates final inspections of drainage facilities and other site improvements.

Identifies locations of environmentally sensitive resources.

Provides technical assistance and education to citizens, community, and special interest groups, and developers on environmental and engineering codes, requirements, and regulations.

Serves as the project manager for master drainage studies and assists in the development of County stormwater management plans.

Issues directives and initiates enforcement actions for non-compliance with environmental and drainage regulations.

Coordinates County MS4 reporting requirements.

Any other duties as assigned that will assist in the successful completion of County objectives and goals

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Experience in the management of a program relevant to assignment. Graduation from an accredited four-year college or university with major course work in a field relevant to assignment is generally preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Knowledge of Hidalgo County regulations, policies, and procedures.

Knowledge of related federal, state, and local ordinances and laws.

Knowledge of official state and local boundary maps.

Knowledge of Hidalgo County subdivision regulations, parcel surveys, and subdivision plats.

Skill in reading, understanding, and interpreting related federal, state, and local laws.

Skill in conducting inspections, surveys, and investigative research and studies.

Skill in technical and scientific report preparation.

Skill in utilizing tools and equipment used in environmental inspections, including personal desktop and laptop computers, video camera, digital camera, DVD player, GPS equipment, and cell phone.

Skill in establishing and maintaining effective working relationships with supervisors, co-workers, contractors, other agencies and organization, and the public.

### **Registration, Certification, or Licensure**

Texas driver's license

### **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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations