

HIDALGO COUNTY

ENVIRONMENTAL COMPLIANCE MONITOR II

GENERAL DESCRIPTION

Under the direct supervision of the Environmental Compliance Coordinator, the Compliance Monitor reviews, inspects plans and specifications of proposed land developments, construction sites, as well as commercial and residential developments to ensure compliance with local, state, and federal environmental regulations as well as planning and engineering codes.

EXAMPLES OF WORK PERFORMED

Reviews and analyze 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 environmental 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 MS4's and environmental groups

Inspects permitted land development and construction sites for compliance with environmental protection regulations

Performs initial, ongoing, and final site inspections and evaluates best management practices for erosion and sedimentation control

Performs final inspections of drainage facilities and other site improvements

Identifies locations of environmental sensitive resources

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

Assist in the development and maintenance of county storm water management plans

When directed, provide testimony for enforcement cases

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

Assist in collecting County MS4 data requirements

Assist in coordinating with County personnel and other departments to ensure all aspects of the Hidalgo County MS4 plan are communicated, implemented, and evaluated

Assist in coordinating with the Planning Department to ensure accurate knowledge of subdivision regulations and adherence to local, state, and federal regulations

Assist in coordinating with the Health Department to ensure accurate knowledge of septic tank regulations and adherence to local, state and federal regulations

Assist in coordinating with the Public Affairs Division to develop and implement accurate and appropriate information to county employees, the public, and contractors doing business with Hidalgo County

Assist in conducting prospect research to search for external funding opportunities

Respond to duties as assigned that will assist in the successful completion of Department and County environmental goals and objectives

Be able to develop training modules in training others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Seven (7) years of experience in Public Administration with emphasis in managerial, communication and grant funded initiatives

Bachelor's Degree in Administration, Environmental Studies, Natural Science or a related field

Knowledge, Skills, and Abilities

Knowledge of Federal, State, and Local Texas Administrative Code and Procedures

Knowledge of Judicial System to ensure compliance with issuing citations within appropriate time frame requirements

Knowledge of Hidalgo County policies and procedures

Knowledge of Hidalgo County permits procedures for subdivision regulations, subdivision plats, and/or septic tank installations

Knowledge in creating, implementing, and evaluating Storm Water Management Plans

Skill in issuing citations for violations of criminal and/or civil regulations

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

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

Skill in analyzing and interpreting environmental issues, including erosion, sedimentation, storm water, and other related issues

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, coworkers, contractors, other agencies and organizations, and the 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.

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
- 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