

HIDALGO COUNTY EXECUTIVE OFFICE

ENVIRONMENTAL COMPLIANCE MONITOR I

GENERAL DESCRIPTION

Under the direct supervision this individual will assist in department work to insure the county maintains compliance with state and federal regulations dealing with storm water, air quality, water quality, solid waste, and hazardous materials.

EXAMPLES OF WORK PERFORMED

Perform site inspections as assigned to gather information concerning regulated activities at county facilities

Compile reports documenting field observations

Will review development permit applications and subdivision plats to insure compliance with state storm water regulations

Will assist in compiling and submittal of compliance documentation for environmental permits and/or authorizations held by county to state or federal entities

Will assist in development of county procedures to meet county policies

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

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

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

Five (5) years of experience in Public Administration with emphasis in managerial and communication

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

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 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