

Environmental Associate

Job Code
8501C3

Job Title
Environmental Associate

Pay Grade
27

CONCEPT:

The primary duty of employees in this job class involves the performance of a variety of technical duties in support of environmental protection and preservation programs. These duties may be performed within an office setting or in the field. Employees perform technical support activities such as maintaining and calibrating equipment; assisting in all phases of data and/or sample collection, testing and measurement; record keeping and data entry/retrieval, and participation in report writing.

TASKS:

- Operates and maintains environmental field testing and sampling equipment necessary to obtain needed data and information. Maintains the records of samples collected and records results.
- Enters, maintains and retrieves environmental data on computer systems for use in reports and analysis by other technical or professional staff.
- Collects and compiles data from questionnaires, engineering and inspection reports; may collect other source materials concerning systems and operations.
- Prepares correspondence, related illustrated materials, and technical reports that serve as the legal basis for validating compliance or noncompliance.
- Explains department responsibilities and procedures to parties requesting information.
- Collects environmental quality data to meet program objectives.
- Inputs and maintains data for agency or program GIS maps.
- Assists applicants in applying for environmental permits, licenses and grants.
- Develops and maintains environmental program related databases.
- Assists with contracts and grant proposals relating to specific projects or programs.
- Reviews permits and makes recommendations to the approval or denial of those permits.
- Provides or analyzes environmental documents or data for federally mandated reports.
- Prepares and answers correspondence from other agencies and the general public.
- Enforces federal and state laws, rules, and regulations relating to specific environmental programs or projects.
- Approves or denies routine applications or permits related to specific environmental projects or programs.
- Monitors and performs follow-up actions in cases where environmental violations were found.
- May work with contractors during environmental permitting
- May conduct environmental field surveys.
- Informs the public and property owners by giving informational or educational presentations on specific environmental projects and programs.
- Researches environmental issues having a broad impact on projects or programs
- Goes out in the field to assist with handling complaints.
- Conducts physical measurements related to water environment appropriations and water resource management.
- May handle response program by coordinating activities and monitoring program's main phone or emergency hotline.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirements:

Two years of relevant technical experience in an environmental field and/or program. Education may be substituted by the agency as necessary.

NC: 9/15
REV: 6/23
REV: 6/24