



COLUMBIA COUNTY, OREGON
JOB TITLE: ENVIRONMENTAL SERVICES SPECIALIST I
DATE: OCTOBER 1, 2023

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Land Development Services	JOB CODE:	311
SUPERVISOR:	Director, Land Development Services	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform environmental compliance work in conducting plan reviews, surveys, inspections, and investigations related to the administration of various county environmental regulations including but not limited to on-site sewage, floodplain regulations, wetland/riparian area protection, and stormwater/erosion control.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

On-Site Sewage Program

Perform soil evaluations and site assessments for the installation of sewage disposal systems for homes and commercial facilities. Perform development permit reviews, erosion control and stormwater runoff review, and inspection.

Perform field inspections of the construction of on-site sewage systems for conformance with approved plans and DEQ regulations.

Advise residents, owners, operators, and contractors of any deficiencies in on-site sewage systems and explain regulations. Determine appropriate corrective action. Perform follow-up investigation to ensure compliance.

Provide input and subject matter expertise on potential environmental health issues related to land use and building permit applications.

Water Quality

Protect and maintain the quality of water resources in Columbia County and protect public waters of the State.

Stormwater and Erosion Control Ordinance Administration

Review and approve stormwater and erosion control plans for consistency with ordinance requirements.

Coordinate with the county's consultant engineer on technical engineering design issues related to submitted stormwater and erosion control plans.

Inspect completed stormwater and erosion control facilities for compliance with the Stormwater and Erosion Control Ordinance and approve final site development plans. Coordinate with Columbia County Soil and Water Conservation District and other agencies within the county.

Wetlands/Riparian Area Compliance

Carry out local coordination activities with the Division of State Lands (DSL) including verification and filing of required notifications to DSL of development activities affecting wetlands.



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Conduct final inspections or coordinate with building staff of development sites for compliance with applicable local wetland and riparian area regulations.

Enforcement of Environmental Regulations

Conduct final inspections on development sites for compliance with final site development plans as approved with the issued building permits.

Provide technical assistance and advice and coordinate environmental regulations at the request of the Land Use Compliance Specialist concerning violations of environmental regulations.

Other

Maintain necessary certifications as an Environmental Health Specialist which is required by the State of Oregon and the county.

Draft and recommend forms and procedures. Prepare and maintain appropriate records, reports and files. Present reports to appropriate groups and agencies as needed.

Provide staff assistance to related advisory commissions and committees.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.

SUPERVISION RECEIVED: Work is performed under the general direction of the Land Development Services Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree in environmental science or related field. Four years' of increasingly responsible experience in environmental science or related field in order to obtain certification. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or the ability to become registered as an Environmental Services Specialist trainee with the State of Oregon. Must obtain certification as an Environmental Services Specialist within two years of hire. Must possess or obtain Certified Erosion and



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Sediment Control Lead (CESCL) certification within 90 days of hire. Must obtain 10 credit hours of soils science training. Must possess a valid driver's license and be insurable under the county's liability insurance.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of the theory and practices of environmental science and environmental health. Knowledge of state and county codes relating to each program.

Skill in permitting software programs and Microsoft Office products. Skill in report composition, effective communication practices, interpretation and enforcement of statutes, rules, codes, ordinances, and conditions of approval.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines. Maintain complete and accurate records.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Perform natural resources field and research investigations and develop mitigation measures.
- Effectively conduct inspections related to the program.
- Comprehend and interpret statutes, codes, rules, ordinances, correspondence, complaints, reports, and conditions of approval. Uniformly apply laws, ordinances, and regulations.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activity may require additional physical demands, such as walking, bending, stooping, climbing, etc., and occasionally lifting up to 50 pounds and/or moving equipment which may weigh 50 pounds. Requires digging with hand equipment and retrieving and carrying vegetation and soil samples.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Driving is a regular requirement of the position. Field work may require walking over various terrains or other hazards, including unimproved areas, and exposure to all weather conditions, including extremes of hot and cold and wet weather.



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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

*Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.*