

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
ENVIRONMENTAL SPECIALIST

DEFINITION

Performs professional work in an environmental control program such as air quality, water quality, water supply, integrated solid waste management, chemical technology, hazardous waste technology, or underground storage tanks; or performs work in sanitation evaluation and regulation regarding food service, processing and storage; cosmetology and barber shops, and lodging establishments; or biological/environmental management program; conducts inspections and evaluations; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Conducts environmental inspections to determine compliance with applicable rules, standards, and regulations; reviews facility plans and specifications if available, previous inspection reports, operating and construction permits; and integrated solid waste management plans; collects samples and data and performs analytical analyses as necessary; performs complex mathematical computations.

Responds to written or telephone requests from public and private entities or individuals for information or technical assistance on a variety of environmental issues; assists them with problems or questions they may encounter and explains and clarifies rules, regulations and policies.

Prepares written or statistical reports using computer software (including tables, charts, graphs) to disseminate, interpret, or explain information to agency staff, facility operators, governmental agencies, courts, private industry representatives, or the general public.

Responds to emergency situations such as chemical spills, fish kills, pesticide spills, hazardous waste spills, and petroleum spills, on a 24-hour basis to protect public health and the environment, and to facilitate cleanup as quickly as possible.

Reviews various reports, permit applications, and other documents submitted by agency personnel and other private and governmental entities; insures compliance with applicable rules.

Plans and implements biological/environmental programs related to the management of natural areas, threatened and endangered species, preserves, protected water areas and other natural resource areas as well as natural resource management plans for state parks; prepares lists and maintains databases related to threatened and endangered species.

Investigates food borne illnesses and other public sanitation problems; analyzes data, determines outbreak source, institutes measures to stop or prevent outbreaks, conducts follow-up investigations, interviews victims and collects necessary samples for analysis.

Assists in providing technical assistance in specific environmental control program areas; to local boards of health, public and industrial officials, and the general public to facilitate compliance with appropriate regulations.

Participates in the development of administrative rules; interacts with legal staff.

Attends training sessions, seminars and professional meetings, and conducts special studies or projects on a variety of environmental issues to further knowledge in agency programs or in specific subject matter areas.

Makes presentations to public and professional groups on environmental or related topics to provide current information on programs or techniques.

COMPETENCIES REQUIRED

Knowledge of the principles, practices, terminology, and techniques of natural science as related to environmental control or pollution prevention.

Knowledge of state, federal, and local environmental control laws, rules, and regulations, and their application to environmental programs.

Knowledge of chemicals, their environmental interactions and persistence, and the toxic or hazardous properties of chemicals.

Knowledge of biological systems and resource management.

Knowledge of FDA laws, codes, regulations, policies, procedures, and interpretations including 1993 Food Code, National Labeling Education Act, Model Food Salvage Code, Vending Code, Good Manufacturing Practices Regulations, Seafood HACCP Regulation, State and Local Plumbing Codes, State Fire Code, Iowa Beer and Liquor Regulations, applicable Iowa Code and Iowa Administrative Codes.

Knowledge of employing department's investigative and evidence collection procedures, parameters of compliance, including legal and regulatory requirements, precedent decisions, hazards involved, and seriousness of violations.

Knowledge of food safety including sources, adulteration, time-temperature relationships of cooking, holding, cooling, storage packaging, transportation, reheating and service, personal hygiene, cross contamination, material, design construction, and installation of food contact and non-food contact surfaces and equipment, warehousing and sanitation, and the use and storage of toxic materials.

Knowledge of food microbiology and food borne disease.

Knowledge of state and local food protection programs, organization, operation, management, staffing, budgeting, and enforcement.

Knowledge of the use of geographic information systems to organize, display and evaluate information on a relational basis.

Ability to apply knowledge of scientific principles to specific environmental problems.

Ability to develop, read, comprehend, and analyze laws, rules, reports, and related technical and administrative data.

Ability to read, interpret and analyze plans and blueprints.

Ability to perform complex mathematical calculations.

Ability to generate computer reports and data analysis.

Skills in interpersonal relations, i.e., motivation, creating an atmosphere for changes, diplomacy, verbal communication, interviewing, questioning, and dealing with difficult people.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in a natural science;

OR

an equivalent combination of experience and education substituting one year of full-time professional work in an environmental, radiation control, environmental health or food sanitation program for each year (30 semester hours) of the required education.

Effective Date: 04/10 SH