



Marin Municipal Water District

ENVIRONMENTAL SERVICES COORDINATOR

DEFINITION

Under general direction, manages the environmental services program; prepares and reviews environmental impact documents; coordinates environmental planning and regulation compliance activities with District departments and city, regional, and state agencies; coordinates environmental review functions, including California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) and assists with other environmental, planning and land management activities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This single position class serves as a subject matter expert and program manager with responsibility for directing and coordinating other District staff and consultants in activities involved with environmental impact review; design and implementation of restoration, monitoring, and habitat assessment projects and programs as required by federal, state and local laws and ordinances. The incumbent in this class exercises discretion and independent judgment to determine and implement appropriate regulation compliance activities, to prioritize and coordinate program's mandates, goals and objectives. Policy direction is provided by the Environmental and Engineering Division Manager and the General Manager.

EXAMPLES OF DUTIES

- Responsible for preparation and review for a wide variety of required technical studies and reports to meet District and regulatory agency requirements;
- Responsible for preparation of related documents and the required environmental reports for public and District projects including Notices of Exemption, Environmental Impact Reports, Negative Declarations, Environmental Assessments, Biological Assessments, Categorical Exemptions and Initial Studies;
- Prepares or manages preparation of scope of work for contracts, solicits proposals, recommends selection, and reviews the work of environmental consultants preparing environmental documents, permits and special studies for District projects;
- Keeps current on environmental legislation, regulation and permit requirements and revises District procedures and policies for compliance;
- Participates in District project design, location, selection and development;
- Inspects project construction to insure mitigation compliance;
- Prepares and/or reviews resolution and agenda material for environmental documents or reports for District projects and presents them to staff and the Board of Directors;
- Reviews environmental documents of other lead agencies and prepares responses;
- Coordinates with legal counsel regarding environmental and permitting laws, scope and content of impact analysis and level of environmental documentation and methods to achieve permit compliance;
- Coordinates environmental activities with other Divisions and agencies to assure

- compliance with legislation and policies;
- Conducts meeting of both professional and technical personnel to resolve problems or changes in policies and procedures;
- Confers with District staff regarding the capital improvement plan or other planned projects in scheduling and review status of environmental processing for the District as necessary;
- Assists with other environmental, planning and land management activities;
- May represent the District on various technical and advisory committees; may represent the District in other organizations' meetings or at public gathering; may act as liaison to other District division and departments;
- Prepares budget requests and supporting justification; monitors projects for compliance with schedule and budget requirements; recommends and justifies adjustments to requirements as appropriate;
- Prepares requested administrative reports and associated correspondence; ensures accurate records maintenance;
- Interprets and applies safety rules and regulations to work assignments.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles, methods and techniques of environmental planning; federal, state and local laws, regulations, ordinances, current programs and court decisions pertaining to environmental permits, environmental impact analysis, and species and habitat protection
- Legislative developments affecting environmental and water management programs at the federal, state and local levels;
- Environmental Impact Report guidelines and the environmental assessment and report process; research and impact assessment methodologies, procedures to follow in conducting environmental investigations, research and studies;
- Environmental considerations in the design, location, construction and maintenance of public work, water resources, enhancement, and other public projects;
- Federal, state and local agencies which must coordinate with the District; citizen and public interest groups dealing with environmental matters;
- Specialized knowledge of environmental impacts of water supply, sanitation, flood control, wetlands management, fisheries/wildlife and restoration;
- Use of personal computers and appropriate software applications;
- Effective communication, presentation techniques and writing practices; proper spelling, grammar, and punctuation.

Ability to:

- Determine work priorities and effectively coordinate and schedule the necessary personnel and resources;
- Effectively assemble, organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding specific resources, plans and policies to facilitate understanding and mutual cooperation;
- Conduct and complete difficult, complex and specialized research studies and projects; interpret data and make recommendations to ensure regulatory compliance;
- Complete environmental assessments and environmental permit applications;
- Effectively and tactfully communicate and deal with department personnel, government officials, environmental permitting agencies, public agencies, representatives of specific

- interest groups, District Board of Directors, and committees, and the general public;
- Work independently and utilize sound judgment in making decisions and recommendations;
- Prepare technical documents reports and correspondence clearly and concisely;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Drive a vehicle depending upon job assignment;
- Travel to off-site work locations depending upon job assignment; work weekends and/or evenings to make presentations or attend meetings, and to travel to alternative work locations for these and other purposes.

Training and Experience: Any combination of education and training that would provide an opportunity to acquire the qualifying knowledge and abilities. A typical way to obtain the required knowledge and abilities would be:

Graduation from a four year of college or university, with major work or degree in environmental science, chemistry, physical and biological sciences, engineering, environmental studies or closely related field ; and,

Five years of experience in resource planning and environmental analysis experience with complex public works projects/programs in California, involving preparation of environmental reports and documents, including two years of experience in an administrative or managerial capacity.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.” (Ref: California Government Code, Title 1, Division 4, Chapter 8, Sections 3100- 3109);

In order to drive a District vehicle or privately-owned vehicle to conduct District business, possession of or the ability to obtain an appropriate California driver’s license issued by the State Department of Motor and maintain a satisfactory driving record are required.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up

to 10 to 25 pounds and occasionally may lift up to 50 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment is quiet to moderate noise. The employee may be exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Established: July 1985

Revised: February 15, 2008

Approved by: Human Resources Manager