

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.

Environmental Compliance Officer

Department: Community Development

Pay Grade: 511

FLSA Status: Non-Exempt

Job Code: E718

JOB SUMMARY

The purpose of this classification is to perform technical tasks in the education and enforcement of Federal, State, and local laws, ordinances, and regulations relating to and protecting the physical environment. Work involves making independent technical decisions concerning code enforcement and issuing citations to rectify site inspections resulting in non-compliance. Work also involves making educational presentations to various audiences, conducting site inspections, preparing court cases, providing court testimony, responding as an expert witness in court, and performing various administrative duties.

ESSENTIAL JOB FUNCTIONS

- Performs technical inspections and reviews to ensure compliance of solid waste disposal, NPDES/Stormwater Management, Scrap Tire Management, erosion and sediment control codes and ordinances; conducts periodic inspections throughout the City for violations of environmental laws; investigates complaints on solid waste, NPDES/Stormwater management, Scrap Tire Management, assists other departments as requested on erosion, sediment control and grading, clearing wetlands, and buffer violations and takes appropriate action; reviews local, state and federal rules, regulation, laws, site plans and engineering drawings to determine compliance with codes and laws; issues inspection reports, warnings, citations and stop work orders on noncompliance job sites.
- Conducts initial inspections of properties, both public and private, to address reported code violations to confirm or dispel their validity.
- Receives and responds to complaints of code violations received from citizens, businesses, city staff members, etc. via telephone, email, online reporting application, and in person.

- Conducts research to identify responsible parties by accessing local and state computerized databases and requesting the assistance of city staff members in other departments, such as Community Development, Finance, Public Works, etc.
- Conducts follow-up and compliance inspections throughout the investigation process to document progress or lack of attention.
- Participates in local apartment community sweeps with code enforcement, police, fire, etc. for the purpose of identifying code violations related to environmental compliance. Also, works with code enforcement on investigations that overlap in responsibility.
- Provides advice and information regarding solid waste, NPDES/Stormwater Management and Scrap Tire Management issues; interprets local, state and federal rules, regulations and laws related to possible violations; provides information to inspectors and departments regarding related issues; serves as an educator and mediator to the public, builders, developers, inspectors, civic groups, local/state companies and corporations; serves as an environmental educator teaching solid waste awareness, and water pollution prevention, NPDES/Storm water management, erosion and sediment control classes.
- Enforces local, state and federal rules, regulations and laws governing solid waste, NPDES/Storm Water Management, Scrap Tire Management, erosion and sediment control issues.
- Educates citizens and businesses by delivering and posting courtesy notices along with specific code literature identifying violations and providing a plan of corrective action to gain voluntary compliance.
- Performs related administrative tasks; updates and maintains historic data and records of environmental violations, offenders, and investigations; prepares related reports and documents. Provides enforcement support to other departments.
- Performs tasks to support cases involving violations; issues court citations for violations of various environmental laws; prepares court reports and files on citations issued for trial purposes; collects evidence on violations to present in court; coordinates pre-trial conferences; provides expert testimony during court trials.
- Participates in Apartment Code Enforcement (ACE) Programs.
- Maintains information and keeps up to date with technical knowledge, new environmental related Federal and State codes and City ordinances; attends training sessions, programs, workshops, and meetings.
- Operates a personal computer, printer, calculator, copier, phone system, turbidity testing machine, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software utilized within the department.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High school diploma or equivalent with vocational or technical school training in erosion and sediment control; five (5) years of experience in code enforcement, law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Must obtain GACE Code Enforcement Officer Certification within one (1) year of employment.
- Must obtain GSWCC Level 1A and 1B within one (1) year of employment.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of City, County, state and federal codes, ordinances and regulations, environmental regulations and municipal operations.
- Ability to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to read and interpret plans, specifications and blueprints.
- Ability to interpret and enforce codes and ordinances with tact, firmness and impartiality.
- Ability to conduct effective inspections in determining compliance. Must be able to make independent decisions in accordance with standard operation procedures.
- Ability to handle stressful or hostile situations with tact and courtesy.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to prepare and present environmental briefs and principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems to interpret instructions furnished in written, oral, diagrammatic, or schedule form; exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work

station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, animal/wildlife attacks, animal bites, water hazards, or rude/irate customers.

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

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.