

ENVIRONMENTAL AND CONSTRUCTION COMPLIANCE OFFICER

Code No.: 3-14-509
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This professional position, located in a Town, is responsible for ensuring compliance with rules and regulations that govern various environmental, construction, and facilities issues, as they affect land development and construction projects. Work involves oversight and coordination of the work of contractors, developers, and outside engineers and consultants. This position regularly requires fieldwork and may involve areas of environmental regulatory compliance, stormwater compliance, and ensuring developers' compliance to approved plans, contract management, facility management, construction management, or other public works fields. The employee reports directly to, and works under the general supervision of, the Town Engineer, Commissioner of Public Works, or other higher-level staff member. Lead supervision may be exercised over technical and support staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.):

Oversees and coordinates a variety of development and construction projects to ensure environmental compliance and conformity with town codes, approved plans, contract specifications, and other requirements, including the Municipal Separate Storm Sewer System (MS4) Storm Water Management Program (SWMP);

Confers with engineers, consultants, inspectors, and contractors to clarify questions, resolve disputes, and discuss work progress, compliance, and coordination with other construction or facility activities;

Conducts site inspections of development, construction, and facility renovation projects;

Reviews reports, plans, estimates, drawings, and specifications, including subdivision and site plans;

Investigates complaints and responds to inquiries concerning development and construction work that is in progress or completed;

Reviews and approves construction contractors' estimates and consulting engineers' billings for payment;

Reviews engineering estimates and authorizes releases on letters of credit under the oversight of the Town Engineer;

Represents the Engineering Department at planning board, zoning board, and town board meetings in the absence of the Town Engineer;

Attends project review committee meetings;

Maintains activity records and prepares a variety of compliance summaries and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of State and local rules and regulations pertaining to environmental issues and land development; good knowledge of environmental regulatory compliance concepts; good knowledge of the town's development criteria; good knowledge of contracted services and their deployment; good knowledge of mathematics; working knowledge of hazardous materials handling; ability to conduct thorough site inspections; ability to oversee

contractors and consultants; ability to understand and interpret environmental rules and modify procedures to accommodate changes; ability to establish and maintain effective working relationships with government agencies, contractors, customers, and property owners; ability to address the questions of the public; ability to interpret engineering plans and specifications, including environmental assessment; ability to review reports, plans, estimates, drawings, and specifications, including subdivision and site plans; ability to develop and maintain records, maps, and blueprints for the department; ability to review estimates and authorize payments; ability to communicate with others; ability to prepare field records and reports; ability to represent the agency to outside contractors; ability to review contracts and plans for conformance; ability to establish and maintain effective professional relationships; ability to communicate orally and in writing; organizational ability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Bachelor's degree in one of the natural sciences, Engineering, or a closely related field, plus four (4) years paid full-time or its part-time equivalent experience in environmental project management or engineering; OR,
- (B) Graduation with an Associate's degree in one of the natural sciences, Engineering, or a closely related field, plus six (6) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree or certificate must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

ADOPTED: May 2, 2024