

County of Humboldt Job Specification
ENVIRONMENTAL PROJECT MANAGER
Classification 0277



DEFINITION

Under general direction, plans, organizes, and coordinates the implementation of special environmental and natural resources projects related to County roads and facilities, water supply, water quality, flood risk reduction, habitat conservation and restoration, wildfire risk reduction, sustainable timber harvest, trail development, and other related issues; coordinates with County departments, partner agencies, contractors, community organizations, and volunteers on project implementation; prepares and reviews technical documents; obtains permits for County projects; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisory or management personnel. Acts as a team lead over professional staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the senior-level classification in the environmental professional series in the Environmental Services Division of Public Works. This classification is responsible for independently performing professional duties in support of environmental and natural resources projects. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to implement special programs and projects. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Coordinates, implements and/or directs a variety of activities relating to environmental and natural resources management and planning including special programs and projects.
- Functions as a project manager on environmental and natural resources projects; leads projects through their development stages, as applicable, which may include scoping, budgeting, grant management, partner and stakeholder engagement, planning, design, permitting, right-of-way, implementation, monitoring, and/or reporting.
- Participates in program development and refinement and developing plans, policies, and procedures.
- Meets and confers with County staff, contractors, a variety of outside agencies, and the general public in acquiring information to plan and coordinate proposed projects; provides oversight, direction, logistical support, and quality control on project implementation. Projects could

involve County parks and trails, County roads, County levees, the McKay Community Forest, Table Bluff landfill, other County-owned properties and facilities, and/or lands owned by others.

- Compiles and analyzes data and information to prepare technical environmental documents for review by other governmental agencies; prepares materials for permit applications; applies for and obtains regulatory permits for various County projects.
- Conducts impact analysis on natural and cultural resources; prepares summary of findings and develops recommendations for avoidance and minimization measures and mitigation measures.
- Oversees research regarding site conditions, protection, and restoration; surveys field sites and analyzes environmental impacts of projects and public use on County land; performs field inspections and monitoring of project sites and facilities to ensure regulatory compliance.
- Confers with staff from other divisions and provides input regarding environmental resource considerations in the design of County projects; provides technical expertise to other County staff to ensure compliance with environmental laws and regulations; leads monitoring and reporting.
- Manages a portfolio of grant projects and sub-grantee agreements related to the County's role as the regional administrator for the North Coast Resource Partnership and support staff for the Humboldt County Fire Safe Council.
- Participates in preparing grant applications, establishing program budgets and monitors funds; prepares reports; administers grant funding, monitors and approves budget expenditures.
- Works with contractors and consultants to prepare contracts and service agreements; monitors the work of such contractors and consultants.
- Maintains files and records, compiles data and prepares technical and administrative reports; prepares displays, maps, charts and other visual aids for reports and public presentations; edits and manages websites; assists in managing document archives.
- Attends public and other governmental agency meetings to gather and provide information regarding the environmental impact of proposed projects; collaborates with community groups and other agencies to plan various projects; prepares reports and presentations for the Board of Supervisors.
- Conducts special studies and prepares varied correspondence and narrative reports.
- Monitors developments in the environmental management/natural resources field, evaluates their impact upon County activities and functions, and recommends policy and procedure changes.
- Performs other related duties as assigned.

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Knowledge of:

- Theories, principles, and practices of natural resource management and environmental science.
- Legislation, regulations, and technical standards relating to environmental protection.

- Basic theories, principles, methods, and tools of earth and biological sciences, such as biology, chemistry, botany, forestry, zoology, geology, and soils.
- Standard practices of engineering, construction, and land management.
- Applicable federal, state, and local laws, codes, and ordinances relevant to environmental permitting and compliance, such as the California Environmental Quality Act, the National Environmental Protection Act, the Endangered Species Act, and the California Forest Practice Rules.
- Analytical processes and project management including, but not limited to, purchasing, contracts, training, human resources, finance, budgeting, and other related programs areas.
- Principles and practices of public agency contract negotiation, administration, project management and evaluation.
- Research and reporting methods, techniques, and procedures; statistical analyses and various methods of presentation of data and recommendations.
- Business and scientific computer applications related to the work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Coordinate and oversee programmatic activities such as grant and contract administration, budgeting, human resources, and fiscal reporting.
- Develop collaborative relationships and organize teams to implement projects.
- Prepare clear, concise, and complete reports and other written material.
- Maintain high attention to detail and perform quality review of work products.
- Present ideas and concepts graphically and visually.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in natural resources management, environmental engineering, or a related field

and

Four (4) years of increasingly responsible experience providing project management support in natural resources planning or related experience.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 20 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; but may be occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).