

**VACANT POSITION**

**DEPARTMENT: COMMUNITY DEVELOPMENT**

**OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>**

**SUBMIT APPLICATION AND PROOF OF EDUCATION TO:  
[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon St, Human Resources Office**

**CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED**

**Job Title:** Environmental Specialist (Position No. 3700)  
**Salary:** Pay Grade 24; Hiring Salary \$60,465.60  
Provisions of the Personnel Ordinance for promotion/demotion/transfer  
**Work Schedule:** 8:00 am - 5:00 pm; M-F, occasional overtime required.

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** Requires a high school diploma or GED and experience within a regulatory setting related to environmental issues (e.g. City or County government, State, or Federal agency). Must have experience with a Municipal Separate Storm Sewer System (MS4) program. Must also have working understanding of the Georgia Stormwater Management Manual (Volumes I and II). Any equivalent combination of education, training and experience that yields the requisite knowledge, skills, and abilities to perform the job may also be considered. Must possess a GSWCC Level 1B (Red Card) Certification. Must possess a valid Georgia driver's license before, and throughout, county employment.

**GENERAL STATEMENT OF JOB:** Coordinates all County environmental regulations, specifically compliance with State of Georgia and Federal requirements regarding environmental protection. Administers the County's National Pollution Discharge Elimination System (NPDES) Phase II mandate, coordinates with various departments, consultants and agencies regarding compliance with Federal Section 206 and 303(d) environmental regulations and enforces relevant local and State soil erosion and sedimentation control requirements. Also assists with development of solutions to environmental problems, and devises implementation strategies to address environmental regulation violations. Reports to the Community Development Director.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office equipment, such as telephone, copy machines, personal computer and various accounting software packages, calculator, etc. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are primarily at levels of those for sedentary work. Ability to traverse rough or uneven ground which may include distances of up to one or more miles. Must be able to perform duties in various weather conditions including inclement weather. Must be able to lift and/or carry weights of twenty to forty pounds.

**ESSENTIAL JOB FUNCTIONS:**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Administers the County's National Pollution Discharge Elimination System (NPDES) program. Coordinates with Engineering Consultants to develop goal-setting and implementation strategies for attainment of required Best Management Practices (BMPs) required under NPDES Phase II. Specific job functions under NPDES include, but are not limited to, administration of six minimum mandated BMPs (public education and outreach; public participation and involvement; illicit discharge detection and elimination; construction site stormwater run-off control; post-construction stormwater management of new and redeveloped sites; and pollution prevention and good housekeeping measures). Prepare annual stormwater reports for the Georgia Department of Natural Resources (DNR) and Georgia Environmental Protection Division (EPD). Submit semi-annual reports to the Georgia Soil and Water Conservation Commission.

Coordinates program reporting and required data collection requirements of County NPDES Phase II efforts with other county departments, the EPD and Federal environmental regulators, as may be required.

Coordinates compliance of County's activities with other environmental regulations. Coordinates specifically with Community Development Director regarding compliance of new development with State environmental criteria.

Coordinates with Public Works Director regarding stormwater management issues, assisting with the identification of potential stormwater and water quality problems as they pertain to County's public infrastructure.

Advises County Manager or designee of official actions required in order to maintain County compliance with environmental mandates and other regulations. Researches and advises County officials regarding implications of proposed regulatory actions by State and Federal agencies; also suggests possible responses to proposed regulatory actions.

Collects, analyzes, and summarizes complex data relative to environmental conditions associated with Section 206, Section 303(d)/TMDLs, soil erosion/sedimentation control, and other programs and mandates as necessary.

Conducts field work in detecting illicit discharge under the NPDES program, including enforcement of erosion and sedimentation control requirements under Appendix D of the Unified Development Ordinance (UDO).

Trains County staff relative to front-line pollution discharge detection.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

July 29, 2022  
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