

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**  
**CLASS TITLE: Environmental Specialist**

<b>BAND:</b> <b>B</b>	<b>GRADE:</b> <b>2</b>	<b>SUBGRADE:</b> <b>3</b>	<b>CLASS CODE:</b> <b>J23-7623</b>
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Varies	<b>JOB FAMILY:</b> Maintenance & Operations – Solid Waste	<b>OVERTIME STATUS:</b> Non-Exempt
<b>JOB SUMMARY:</b> The Program Specialist - Environmental performs a variety of skilled technical activities in programs requiring public or staff compliance with governing laws, rules, regulations and safety standards. Positions serve as a technical resource in areas such as: dog control, household hazardous waste and warehouse operation.			
<b>DISTINGUISHING CHARACTERISTICS:</b> Program Specialist – Environmental is distinguished from the Program Specialist - Administrative by assignment to operational field or coordinating activities of a technical nature involving the coordination of program elements, provision of technical information and training, and responsibility for ensuring compliance with legal and safety/security standards.			
<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample: (position assignments may vary.)		<b>BAND/ GRADE</b>
1	Assists others in accessing and using the program services by performing activities such as: receiving, sorting and packing household and small quantity generator hazardous waste; responding to/investigating citizen or user complaints; coordinating purchase, use, repair and maintenance of equipment; or picking up stray animals.		B2
2.	Provides technical program information regarding established procedures such as: proper waste disposal methods; dog licensing procedures; warehouse and inventory management.		B2
3.	Performs a wide range of administrative support tasks such as: purchase, delivery and/or relocation of inventory; organizing delivery of collected waste; collecting donations; maintaining inventory records; preparing purchase orders, correspondence, and reports.		A1
4.	Performs inspection, investigative and troubleshooting activities such as: such as: checking oil tank sites, measuring oil levels; inspecting facilities and inventory; responding to complaints and patrolling assigned areas for stray animals, investigating reports of program violations.		B2
5.	Ensures personal and public safety while performing program duties in which the individual and/or public program user may be exposed to hazards such as hazardous waste, chemicals, or vicious animals.		B2
6.	Enforces program laws and regulations; issues warnings or citations;		B2
7.	Applies technical knowledge to resolve problems and educate the program user/customer. Recommends or takes corrective action.		B2
8.	Performs other duties as assigned.		A1
<b>Knowledge of:</b> (Position requirements at entry): Knowledge of: <ul style="list-style-type: none"><li>• County, State and Federal laws and regulations pertaining to the program;</li><li>• Basic emergency response or security protocol for activities assigned;</li><li>• Principles and methods associated with public information dissemination;</li><li>• Safety procedures</li><li>• Technical use of equipment and devices used in the assigned program.</li></ul>			
<b>Skills</b> (Position requirements at entry):			

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### Skill in:

- Providing program advice and education to staff or the public by phone or in person;
- Interpreting, applying and explaining program laws, rules and regulations;
- Identifying and mitigating hazards or security risks encountered in the work environment;
- Operating standard program devices and equipment;
- Working independently and scheduling work;
- Operating vehicles requiring less than a commercial driver's license (some positions);
- Preparing reports and documenting repairs, inspections or other activities;
- Maintaining safety standards while exposed to hazardous conditions (for some positions);
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;
- Communication, both oral and written, sufficient to exchange or convey information and to receive work direction.

### Training and Experience (Position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and five years technical education or experience in the area of assignment that includes at least one year working with the public or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

### Licensing Requirements (Position requirements at entry):

Positions may require one or more of the following:

Some positions may require a valid US Driver's license;  
Successful completion of a criminal and / or general employment verification;  
Successful completion of specialty training and/or possession of specialty related certification is required within six months of appointment. This may include one or more certifications such as:

- Hazwopper certificate (Hazardous Waste positions)
- Board certification to euthanize animals. (Dog Control positions)
- Ability to obtain a Sheriff's limited commission card (Dog control positions)

### Physical Requirements:

Environment: Pathogen exposure work in locked down facilities, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

### Classification History:

New: 06/20

Revised: 12/22