

San Joaquin County Public Works — Transportation Engineering Division



Is Recruiting For: ENVIRONMENTAL COORDINATOR



Human Resources
44 N. San Joaquin Street
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Recruitment Announcement:
0215-RE1425-01 amended

The Department

The Transportation Engineering Division prepares transportation related specific and master plans, reviews private development projects for conformance with Public Works standards and transportation infrastructure plans, commissions traffic studies for applicable development projects; processes environmental compliances for County infrastructure projects; conducts environmental review and planning coordination for outside agency transportation projects.

Vision/Mission

The Mission of the San Joaquin County Department of Public Works is to plan, design, construct, operate and maintain the infrastructure; including public roads, transportation systems, bridges, water, wastewater, drainage and solid waste disposal systems of the County, in order to best serve the interests of the people.

The Position

This position will be involved in various projects including bridge widening, rehabilitation, scour mitigation; road widening, overlay and reconstruction. In the course of working on these projects, the incumbent may interact with County residents, land and property owners, Caltrans, Department of Fish and Wild Life, Department of Water Resources, and Air Quality Board as well as other agencies internal and external to the County.

The department is seeking a candidate who possesses experience in environmental compliance work. In addition, an ideal candidate will possess strong verbal and written skills; knowledge of relevant regulations such as CEQA, NEPA, Environmental Permitting, Streambed Alteration Agreements, Permit 401 (Water Quality Permit), Permit 404 (National Corps of Engineers Permit); interpersonal skills; and an ability to build consensus among the various entities involved during a project.



ENVIRONMENTAL COORDINATOR

TYPICAL DUTIES

The Environmental Coordinator is responsible for ensuring that all Public Works engineering projects receive appropriate environmental review, for coordinating consultant studies, for interfacing with various regulatory and permitting agencies, and for representing the department's interests before boards, commissions, and the public. Typical duties include, but are not limited to:

- ◆ Reviews projects to determine level of review required; assesses compliance with environmental regulations and policies; conducts field and technical research to compile data; evaluates impact of Public Works engineering projects; and determines appropriate mitigation measures.
- ◆ Reviews project descriptions and estimates costs; prepares requests for proposal for environmental consulting work; negotiates and administers contracts with consultants; reviews consultant progress to ensure work is completed timely and in accordance with County and regulatory requirements; authorizes payment.
- ◆ Prepares negative declarations and notices of exemption; negotiates mitigation methods and permit conditions with regulatory agencies; performs environmental monitoring to ensure compliance with permit conditions.
- ◆ Prepares permit applications to regulatory and other agencies; presents applications and environmental documents in public hearings; coordinates the process with department staff.
- ◆ Serves as internal consultant to Public Works and County staff; reviews and determines impact of new or proposed legislation; interprets and applies local, state and federal environmental quality, historical, and archeological protection regulations.
- ◆ May conduct surveys; prepares plans to restore or relocate vegetation or animal habitat in affected areas.

COMPENSATION PACKAGE

Monthly Salary: \$4,755—\$5,777

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health, dental and vision insurance plans. Other benefits offered by the County include:

- ◆ A 457 Deferred Compensation Plan
- ◆ 1937 Retirement Act plan with reciprocity with CALPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years and 23 days after 20 years)
- ◆ 10 holidays per year

MINIMUM QUALIFICATIONS

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Education: Graduation from an accredited college or university with major course work in environmental studies, environmental law, planning, geography, biology, botany, zoology, horticulture, or other life science or closely related field.

Experience: One year of experience in one or more of the following areas: conducting environmental studies or environmental monitoring; performing planning or environmental review for construction projects; and/or designing and developing construction projects.

Substitution: Additional qualifying experience may substitute for the education on a year for year basis.

License: Possession of a valid California driver's license.

APPLICATION SUBMITTAL AND SELECTION PROCEDURES

The competitive process includes submittal of completed San Joaquin County Employment Application and responses to Supplemental Questions. Resumes will not be accepted in lieu of the required application materials. Completed application package must be postmarked or received online by the **Final Filing Date:**

March 13, 2015.

Apply online at www.sjgov.org/hr or submit application to San Joaquin County Human Resources, 44 N. San Joaquin Street, Suite 330, Stockton, CA 95202

All applications will be reviewed for qualifications. Qualified applicants may be invited to participate in an oral examination interview, with top scoring candidates being referred to the Public Works Department for selection processes.



ENVIRONMENTAL COORDINATOR

SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. When providing descriptions of your experience, please include the name of employer, dates of employment, and your job title.

1. A Bachelor's degree from an **accredited** college or university is required to qualify.

Do you possess a Bachelor's degree? ___ Yes ___ No

Major: _____

College/University: _____

If **no**, please provide the total number of units completed. _____

College/University: _____

2. Please describe your professional experience in one or more of the following areas:

Conducting Environmental Studies or Environmental Monitoring

Planning or Environmental Review for Construction Projects

Designing and Developing Construction Projects

3. Please describe **one** environmental impact project in which you were involved. Include the aspects of the project from start to finish. Also, include your level of responsibility and/or role on the project.

4. Describe your experience presenting your work in public hearings or before a board or commission.