

ENVIRONMENTAL COMPLIANCE TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class will assist in providing advisory and technical services to school districts and BOCES in order to help them comply with laws, regulations and sound management practices concerning environmental and occupational health and safety issues. The work is performed under the general and administrative supervision of the Assistant Superintendent for Administration of BOCES and the Environmental Compliance Coordinator, with considerable leeway allowed in carrying out the details of the work. Supervision is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists in providing advisory and technical services to BOCES and school districts concerning environmental issues including: air and water quality, chemical identification and control, asbestos abatement, industrial hygiene, hazardous materials management and waste disposal, and underground storage tanks, etc;

Assists in providing advisory and technical services to BOCES and school districts concerning safety issues including: disaster/emergency planning, fire prevention/ building codes, laboratory safety and playground safety, etc;

Assists in providing advisory services to BOCES and school districts regarding Federal legislation and regulations that are part of the health and safety compliance responsibilities of the districts such as: Americans with Disabilities Act, Public Employees Safety and Health Act (PESH), Right to Know Law, and the Occupational Safety and Health Act (OSHA) etc;

Assists school district personnel in reviewing district health and safety compliance issues;

Assists school districts in developing necessary plans to bring districts in compliance with applicable regulations and sound management practices;

Assists in setting up and training district health and safety committees;

Provides technical assistance to bring districts in compliance with applicable regulations;

Provides technical assistance in radon and lead testing procedures;

Performs clerical and administrative tasks in support of the Risk Management function such as: typing and filing forms, letters, and memorandums, purchase orders and similar materials;

Maintains designated Risk Management budget and performs any bookkeeping associated with that responsibility;

Orders and maintains materials, supplies, and forms as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and techniques used in environmental, chemical and hazardous waste safety and management; working knowledge of Federal, State and Local laws, rules, regulations and policies pertaining to environmental, chemical and hazardous waste safety; working knowledge of New York State Fire Prevention and Building Code regulations; working knowledge of business arithmetic and English; ability to operate a personal computer and utilize common office software programs including word processing and spreadsheets; ability to prepare reports; ability to present ideas clearly and effectively both orally and in writing; ability to establish effective working relationships; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Environmental Studies, Environmental Engineering, Natural Resources Management, Life Science, Chemistry or a closely related field and one (1) year of full-time paid, or its part-time equivalent, experience in environmental planning, environmental management, chemical engineering, waste management or closely related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Environmental Studies, Environmental Engineering, Natural Resources Management, Life Science, Chemistry or a closely related field and three (3) years of full-time paid, or its part-time equivalent, experience in environmental planning, environmental management, chemical engineering, waste management or closely related field; **OR**
- C. Graduation from high school or possession of a high school diploma and five (5) years of full-time paid or its part-time equivalent experience as described in A and B above; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C. above.

Note: At the time of appointment, applicants must possess a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

ULSTER COUNTY
3008 ENV COM TE
Classification: Competitive
3004 ECT HLP
Classification: Non-Competitive
OA

Adopted: January 21, 2005