

**MARYLAND ENVIRONMENTAL SERVICE  
JOB DESCRIPTION**

**Job Title:** Environmental Compliance Associate

**FLSA Status/Grade:** Exempt/07

**Group:** Administration

**POSITION SUMMARY**

Assists with the implementation of the Service's environmental compliance program. Also supports the Chief of Environmental Compliance and is responsible for assisting with planning, developing, directing, maintaining and managing programs to ensure compliance with local, state, and federal environmental laws and regulations.

**ESSENTIAL FUNCTIONS**

Monitors processes and procedures for reporting infractions or other non-compliance issues to appropriate authorities.

Monitors and tracks pending legislation, laws, regulations and requirements regarding environmental issues that could have an impact on the Service's operations. Communicates and coordinates these changes to the appropriate MES sections, division or groups.

Conducts investigations as a result of alleged environmental compliance violations.

Personally, and occasionally in conjunction with the Internal Auditor, performs environmental compliance inspections and audits at Service facilities. Conducts follow-up inspections and audits as necessary. Recommends and enforces corrective action when appropriate.

Assists with the development and actual conduction of environmental compliance training programs to assure that all Service employees are trained on environmental compliance requirements.

Supports the Chief of Environmental Compliance.

Drafts or reviews permit applications.

Attends conferences and meetings to gain additional knowledge in order to stay current in environmental compliance issues.

### **OTHER RESPONSIBILITIES**

Performs other work related duties as assigned.

### **SUPERVISORY REQUIREMENTS**

This job has no supervisory responsibilities.

### **EDUCATION, EXPERIENCE**

Bachelor's Degree in Environmental Science. Civil/Environmental Engineering or equivalent plus four years experience in Environmental Compliance.

### **LICENSES, CERTIFICATIONS**

Valid driver's license with less than six points under Maryland law.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Current working knowledge of local, state, and federal environmental laws and regulations.

Excellent communication (verbal and written) skills; ability to effectively explain complex technical subjects in simple terms to lay persons.

Strong technical and scientific background to analyze and interpret pertinent data and documentation.

Ability to create and conduct training programs.

Ability to work with diverse groups to accomplish mutual goals including proven ability to work with all levels of management and employees, regulatory officials and agencies.

Ability to implement the Environmental Compliance Program with tact and impartiality in a professional manner.

Ability to keep records and prepare narrative and statistical reports.

Must be able to pass a standard physical exam for this job.

### **PHYSICAL DEMANDS**

While performing the duties of this position, individuals are regularly required to talk, hear and smell, stand, sit, walk, crawl, stoop, kneel and crouch, climb or balance, and use hands and arms to reach and grasp.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions and non-weather conditions that are wet or humid, work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee is occasionally exposed to work in high, precarious places and noise levels that require hearing protection.

11/05 HR