

**MARYLAND ENVIRONMENTAL SERVICE
JOB DESCRIPTION**

Job Title: Environmental Specialist II

FLSA Status / Grade: Non-Exempt / 5

Group: Various

POSITION SUMMARY

Provides senior project planning and technical support for environmental science, engineering, construction and planning activities and services.

ESSENTIAL FUNCTIONS

Assists with monitoring compliance of environmental operation, construction and monitoring activities with Federal, State and local permit and regulatory requirements.

Assists in the development of proposals, scopes of work and cost estimates.

Prepares technical documents and reviews documents submitted by subcontractors.

Coordinates and plans project tasks as assigned by Project Managers and Supervisors.

Provides scientific, technical and planning support to Project Managers and Supervisors.

Manages medium sized procurements while complying with procurement policies.

Assists with coordinating subcontracted work.

Assists with environmental documentation and permitting technical services.

Coordinates with clients, contractors, vendors and regulatory officials.

Develops presentations for clients, regulatory/stakeholder groups and citizens.

Provides meeting coordination and facilitation services.

Operates MES vehicles.

OTHER RESPONSIBILITIES

Provides task management support to other technical groups in the Division.

Monitors on-site work being performed by staff and subcontractors.

Performs interviewing, hiring and training of new employees.

SUPERVISORY REQUIREMENTS

May manage non-supervisory employees in the Technical and Environmental Services Group. Responsible for overall direction, coordination and evaluation of managed staff. Responsibilities may include assistance with interviewing and training employees; planning, delegating and directing work; appraising performance; and assisting management with addressing complaints and resolving problems.

EDUCATION AND EXPERIENCE

Bachelors Degree in environmental science, engineering, ecology or a related field from an accredited college or university plus 3 years of experience in environmental science, regulations, engineering or management. One year of experience must have included responsibility managing environmental projects and providing leadership to other professional and technical staff.

An applicable advanced education degree may be substituted for up to two years of experience.

KNOWLEDGE, SKILLS AND ABILITIES

Required to be self-managed in accomplishing tasks with minimal oversight.

Must possess strong verbal, written and interpersonal skills.

Must have computer literacy with spreadsheets, word processors and presentations.

Must be able to provide leadership to multidisciplinary professional and technical staff.

The employee must be able to lift and/or move up to 50 pounds.

Must be able to interact effectively with clients and regulatory agencies.

Must be able to keep organized records to document project related activities.

Must be able to prioritize tasks and work on multiple projects at one time.

LICENSES AND CERTIFICATIONS

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

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk, hear, stand, walk, sit, and use hands to finger, handle or feel. The employee is regularly required to reach with hands and arms, climb or balance, and rarely required to stoop, knee, crouch or crawl.

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

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.

While performing some tasks of this job, the employee may rarely be exposed to extreme weather conditions (hot or cold) and a moderate to loud noise level in the work environment.