



City of Kansas City, Missouri Job Class Specification

Job Title:	ENVIRONMENTAL OFFICER	Department:	MULTI
Job Code:	4049	Status:	NONEXEMPT
		Grade:	NE6

Summary

This is professional environmental work performed in the office or field.

Work involves responsibility for the application of professional environmental skills and knowledge to moderately complex situations involving chemical handling, waste disposal, regulatory compliance, natural resource protection, sustainability and climate change, or other environmental concerns which arise in the course of the City's business. Employees of this class typically design, implement and manage programs to reduce or eliminate environmental damage, restore healthy environmental systems perform environmental audits; advise internal and external clients on environmental compliance issues; partner with external entities to implement environmental protection and sustainability initiatives; research applicable regulations and available technologies; performs or oversee the performance of environmental remediation activities and hazardous chemical incident response activities; and participate in other work tasks requiring comparable professional knowledge and skills. Work assignments afford limited opportunity for independent judgment in planning work, coordinating project teams and making technical decisions. Work is reviewed by a technical superior through observation, conferences and evaluation of written reports and plans for technical quality, effectiveness, adherence to City policies and procedures and compliance with laws and regulations.

Duties and Responsibilities

- Performs environmental inspections at moderately complex facilities, evaluating conditions and procedures at that facility for compliance with environmental laws, regulations, City policies and sound management practices. Prepares reports documenting the findings of inspections and identifying corrective actions for deficiencies. Tracks correction of identified deficiencies and implementation of identified improvements.
- Participates as a member of environmental audit teams, performing process analyses to re-engineer city systems for waste minimization, energy efficiency, cost reductions, improvements in compliance status and/or mitigation of adverse environmental impacts.
- Responds to hazardous materials incidents of moderate scope and complexity, assesses the hazards presented by the situation, develops an incident specific response plan and carries out that plan, coordinating the activities of city employees, contractors and state and federal regulators. Assists on larger or more complex incidents.
- Develops City policies and procedures on environmental issues and works with managers and policy makers to effectuate such policies and procedures.
- Conducts Phase I and Phase II Environmental Assessments of real property at sites of moderate size and complexity to identify environmental assets and liabilities associated with real estate and advise the City on proposed real estate transactions. Assists on larger or more complex sites.
- Conducts research on issues, policies and concepts pertaining to environmental and sustainability issues.
- Participates in project meetings with various stakeholder groups for public policy development, coordinates with community-based organizations on sustainability and resiliency projects and ensures public involvement for equitable environmental planning and practice.
- Participates in environmental activities associated with sample collection and laboratory sample receiving for environmental programs. Participates in activities related to inventory and storage of chemicals, and supplies. Coordinates sampling schedules with other divisions in the department, and with water customers.
- Participates in the implementation of the Federally mandated Industrial Pretreatment Program.
- Participates in the preparation of Federal and State reports for Water Department divisions.
- Conducts training (both internal and external) on environmental topics, develops course curriculums, prepares instructional materials and evaluates the effectiveness of training.
- Uses existing systems to collect and analyze data to ensure program efficiency and to effectively target environmental resources.

Duties and Responsibilities
(continued)

- Participates in enforcement and/or education initiatives designed to reduce or eliminate environmental degradation
- Oversees the operation of a hazardous waste treatment, storage or disposal facility of moderate size and complexity.
- Oversees the identification, segregation, packaging and transportation of hazardous wastes at facilities up to large quantity generator status.
- Advises City Departments and stakeholders on environmental matters.
- Performs related duties as required.

Technical Skills

Working knowledge of:

The regulatory framework for environmental activities.

Pollution control technologies, waste management practices, and/or best management practices around sustainability, climate mitigation and environmental resiliency.

Pollution control technologies and waste management practices.

Ecological systems and the impacts of human activities.

Established procedures for performing environmental inspections and audits.

Established procedures for wearing a respirator or other protective gear.

Ability to:

Perform environmental inspections and audits.

Through research, identify and understand the regulations and policies which apply to any given activity.

Prepare technical reports and other written documents which are clear, concise, and professionally presented.

Make education and training presentations to schools, civic groups, and other stakeholders to publicize the environmental programs, policies, and ordinances

Establish and maintain effective working relationships with other city departments, state and federal regulators, supervisors, contractors, co-workers, and relevant community groups and stakeholders.

Wear a respirator.

Education and Experience

Accredited Bachelor's degree with major course work in an environmentally related field, such as environmental science and related physical and life sciences, environmental engineering and related engineering specializations, environmental law and related legal specializations or environmental studies and related management, environmental planning and related urban planning specializations, environmental education, environmental policy, sustainability, and public administration specializations.;

OR

An equivalent combination of education and experience

Certificates/ Licenses/Special Requirements

- Must possess of a valid State –issued driver's license in accordance with City of KCMO policies.
- Will be required to pass a preemployment drug screen.
- Must pass a background check as prescribed by the City.

Supervisory Responsibility

Supervision is exercised over assigned personnel.

**Supervision
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

9/06

Revised

7/2022, 8/2022 , 01/2024