



City of Kansas City, Missouri Job Class Specification

Job Title:	SENIOR ENVIRONMENTAL OFFICER	Department:	MUTLI
Job Code:	4053	Status:	EXEMPT
		Grade:	EX-3

Summary

This is professional environmental work performed in the office or field. Work involves responsibility for the applications of professional environmental skills and knowledge in situations up to and including the most 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 and policies to reduce or eliminate environmental damage; restore healthy environmental systems, perform environmental audits; advise internal and external clients on environmental issues; partner with external entities to implement environmental protection and sustainability initiatives; research applicable regulations and available technologies; perform 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 extensive opportunity for independent judgment in planning work, coordinating project teams and making technical decisions. Work is reviewed by a supervisor 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 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.
- Leads 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 major scope and complexity, assess 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.
- Develops City policies and procedures on environmental topics 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 extensive size and exceptional complexity to identify environmental assets and liabilities associated with real estate and advise the City of proposed real estate transactions.
- Oversees, performs, and coordinates environmental activities associated with sample collection and laboratory sample receiving for environmental programs. Oversees and coordinates activities related to inventory and storage of chemicals, and supplies. Coordinates sampling schedules with other divisions in the department, and with water customers.
- Implements Federally mandated Industrial Pretreatment Program.
- Prepares Federal and State reports for Water Department divisions
- Conducts research on issues, policies and concepts pertaining to environmental and sustainability issues.
- Conducts training (both internal and external) on environmental topics, develops course curriculums, prepares instructional materials, and evaluates the effectiveness of training
- Designs and implements systems to collect and analyze data to ensure program efficiency and to effectively target environmental resources.
- Develops and implements 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 extensive size and complexity.
- Leads or 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.
- 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

Considerable knowledge of:

The regulatory frame work for environmental activities
Pollution control technologies, waste management practices, and/or best management practices around sustainability, climate mitigation and environmental resiliency.
Ecological systems and the impacts of human activities

Ability to:

Perform environmental inspections and audits.

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

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, subordinates, contractors, co-workers, and relevant community groups and stakeholders.

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

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; environmental studies and related management, environmental planning and related urban planning specializations, environmental education, environmental policy, sustainability, and two (2) years of experience as an environmental, natural resources, climate change, or sustainability professional

Or

An equivalent combination of education and experience.

**Certificates/
Licenses/Special
Requirements**

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

**Supervisory
Responsibility**

- Must pass a background check as prescribed by the City.

Supervision may be exercised over several technical subordinates or contractors.

**Supervision
Received**

General technical supervision is received from a technical or administrative superior.

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**Revised**

5/97

9/06, 1/08, 8/2022