

PROGRAM SPECIALIST (ENVIRONMENTAL QUALITY)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for assisting in the development and coordination of related environmental programs related to toxic and hazardous substances. Responsibilities include conducting special surveys and projects, providing technical information and support services to staff, and assisting in the formulation of emergency response procedures and training courses for staff. General supervision is received from a higher level administrator. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares and conducts surveys related to the use, storage, transportation and disposal of toxic and hazardous materials;

Assists in development of emergency response and safety plans for hazardous materials incidents;

Participates in presentation of training programs for personnel responding to hazardous substances emergencies and in formulation of procedures and guidelines for handling toxic materials;

Assists in development of local rules and regulations related to storage and handling of hazardous materials;

Provides technical information assistance to staff including literature research, analysis of data, evaluation and preparation of reports;

Collects and assembles data and information necessary for projects and reports;

Provides general information and referral services concerning toxic substances in response to inquiries from the public;

Undertakes special programs and investigations as required;

Reviews technical and scientific literature and provides summaries as needed;

Provides testimony in enforcement actions;

Attends meetings, conferences, and workshops as directed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of government at the national, state and local levels; working knowledge of environmental rules and regulations; working knowledge of research methods and procedures; initiative and resourcefulness in problem solving; ability to establish and maintain effective knowledge relationships with lay and professional groups and individuals; ability to organize and coordinate program activities; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex written regulations and technical reports; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in the natural or physical sciences with a concentration in environmental science, and two years of environmental health experience; or (b) a Master's Degree* in Public Health, Environmental Science or a related field; or (c) an equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post secondary degree-granting institution.