

ENVIRONMENTAL OFFICER  
(Town of Yorktown)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Town Engineer, an incumbent of this class conducts independent reviews of proposed construction/development plans and projects in the Town for their environmental impact, and enforces environmental ordinances. The incumbent reviews proposed plans and projects in the Town to assess their impact on the environment, identifies the lead agency involved in the project, and determines the type of environmental action that would need to be taken. The independent review incorporates the concerns of the Town's various departments, elected officials, governmental agencies and issues placed on record by individuals. This requires a great deal of contact and working relations with the highest level decision and policy making officials in the Town, both as an advisor and coordinator in the approval process. The incumbent inspects sites to assure compliance with laws and enforces all environmental ordinances. The incumbent is responsible for providing assistance in meeting various reporting requirements, including the preparation of State Environmental Quality Review (SEQR) documentation. The incumbent also serves as a technical advisor to the Town Board, Conservation Board, Planning Board, Zoning Board of Appeals, Advisory Committee on Open Space, and the Stormwater Advisory Committee. Supervision is not a function of this class, although incumbent does function at an administrative advisory level to others. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts preliminary reviews of projects for their environmental impact by identifying the scope of potential environmental impacts, determining the type of environmental action to be taken, and identifying and preparing notification of relevant environmental issues;

Conducts technical field surveys, site plan and environmental plan reviews of proposed development projects, prepares environmental findings and provides recommendations for environmental conditions to Town Engineer;

Reviews all environmental permit applications; Develops applicable federal, state and local permits for Town projects;

Analyzes site plans and maps as they relate to wetlands, erosion control, steep slopes, wildlife, soils, geology and plant cover types;

Confirms wetland delineations and storm water compliance, assesses wildlife habitats, verifies tree surveys, and characterizes geological formations and soil conditions;

Performs construction site inspections to verify compliance with all environmental permit conditions and patrols for evidence of unauthorized activities governed by the Freshwater Wetlands Law, Erosion and Sediment Control Law and Solid Waste Law, as well as additional environmental ordinances that may be added from time to time;

Investigates public complaints and issues stop work orders, remedy orders and appearance tickets, as required;

EXAMPLE OF WORK: (Illustrative Only) (Continued)

Develops summons and information documents and coordinates with Town Prosecutor; provides testimony to local court, as needed;

Coordinates and reviews technical impact studies by consultants and technical experts including plan review, site inspection, traffic studies, air and water quality reports, wetland status, zoning compliance, land use reports, etc.;

Meets with project applicants to discuss environmental concerns and any needed modifications, enhancements or alternatives to plans to address identified issues;

Develops State Environmental Quality Review Act (SEQRA) documents, Draft Environmental Impact Statement (DEIS) substantive technical review, Final Environmental Impact Statement (FEIS) and the Environmental Assessment Form (EAF);

Files all required notices to ensure issues are a matter of public record;

Develops work plan, budget and coordinates storm water committee, advisory committee on open space and the environmental panel;

Writes grants and administers/monitors grant awards;

Attends meetings and makes presentations at public forums regarding environmental issues;

Provides technical expertise and training to Board members and Town personnel regarding environmental issues and laws;

Keeps abreast of legislative changes affecting or impacting environmental issues and of current practices to address environmental issues and reduce adverse environmental impact in cost effective ways; makes suggestions for revisions to Town Codes based upon pertinent information;

Uses computer applications such as spreadsheets, word processing, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of environmental rules, regulations and permitting requirements; thorough knowledge of the principles and techniques involved in environmental planning and enforcement and in the conduct of studies and site surveys; thorough knowledge of the natural sciences and the general principles of environmental science and urban planning; good knowledge of local, state and federal environmental and land use regulations and the preparation of SEQRA documents; good knowledge of local codes, regulations, and ordinances relative to wetlands protection; ability to review, organize and conduct technical environmental studies; ability to prepare reports and maintain records; ability to plan and prioritize work activities to meet deadlines; ability to analyze, evaluate and interpret a broad range of environmental impact data; ability to prepare sketches, charts and maps from field studies and office materials; ability to establish and maintain cooperative relationships with other public officials, with contractors and with the general public; ability to communicate effectively, both orally and in writing; ability to be firm but courteous; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; good observational skills; initiative; tact; thoroughness; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree\* and four (4) years of experience in environmental planning and/or environmental inspection.

SUBSTITUTIONS: A Bachelor's Degree\* in Planning, Environmental Science, Engineering, Biology, Botany, Ecology, Geology, Plant and Soil Science or related field may be substituted for one (1) year of the above experience; a Master's Degree\* in Planning, Environmental Science, Engineering, Biology, Botany, Ecology, Geology, Plant and Soil Science or related field may be substituted for two (2) years of the above experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*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 Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a license to operate a motor vehicle in the State of New York at time of appointment.