

ENVIRONMENTAL COMPLIANCE SPECIALIST**NATURE OF WORK:**

This is a complex technical environmental protection and health involving field inspections of the Port Authority of Guam properties to insure compliance with laws and regulations regarding water and air pollution controls, pesticide use, solid/hazardous waste disposal and other matters affecting the environment.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not include all duties and responsibilities which may be assigned; nor do the examples include all the duties which may be performed.)

Represents the Region as assigned in all required activities for National Environmental Policy Act (NEPA), Resource Conservation Act (RCRA), Clean Water Act (CWA), Occupational Safety and Health Administration (OSHA), and U.S. Coast Guard compliance programs.

Conducts studies and site inspections to assess environmental compliance and the potential for hazardous materials liability.

Prepare correspondence on environmental compliance for briefings, conferences, meetings and regulatory/reviewing agencies.

Prepare and edit environmental reports.

Provide environmental technical assistance to agencies and technical experts, legal experts and others on a wide variety of environmental issues.

Manages personnel, facilities and funds, establishes branch operating procedures, and policies to enable the Branch to accomplish its goals, anticipate needs and make necessary modifications.

Through administrative and judicial procedures, ensures compliance by regulated entities with the provisions of the Clean Water Act, Safe Drinking Water Act and related state and federal legislation. Develops strategies to identify non-compliance, impediments to compliance and to return violators to compliance.

Plans and directs a suite of compliance determination activities.

Manage and ensure employees training requirements needed and manage employee's safety and health program.

Responsible for Environmental activities that embrace a wide range of subjects directly or indirectly concerned with public safety, environmental protection and environmental compliance for all Port Authority of Guam property to include main facilities, Agat and Agana Boat Basin and Harbor Refuge.

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Leads and participates in the inspection of public, private and commercial property and associated structures with the Port Authority for activities or discharges affecting the environment, such as sewage disposal systems, wastewater disposal and air pollution emission sources.

Reviews proposed construction drawings for complex commercial buildings, checks compliance with wastewater disposal laws and regulations, and issues construction permits for wastewater systems.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of:

- Management and administrative policies and procedures.
- Budget policies and procedures.
- Basic principles, methods, practices and techniques involved in the enforcement of environmental protection.
- Computer capabilities applicable to functional responsibilities.

Ability to:

- Plan, organize and direct the functions of subordinate organizational units.
- Analyze, interpret and evaluate enforcement programs related data.
- Provide strategic direction on enforcement matters.
- To influence and leverage cooperation from internal and external.
- Communicate both orally and in writing.
- To lead the work of others.
- Read and interpret construction plans and specifications and to reorganize deviations thereof.
- Investigate complaints and conduct inspections in compliance with environmental standards.
- Work effectively with the public and employees.

MINIMUM EXPERIENCE AND TRAINING

a) Five (5) years' experience in developing and managing administrative, civil or criminal environmental enforcement cases and experience providing leadership to assure that the goals of a project or organization stay abreast of National policies or programs; or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: July 1, 2015

PAY GRADE: MIN: I-2B MAX: I-6A

EVALUATION: 602

 8/10/2015
FRANCISCO G. SANTOS, Chairman, Board of Directors