

ENVIRONMENTAL PLANNER

DEFINITION

Under general supervision, the Environmental Planner performs a variety of support services for the District Manager, department heads, and /or other staff related to general administrative and environmental activities of the District. These services include coordination of projects, programs and activities; providing technical advice and /or recommendations to the District Manager and other staff; and perform other related duties as required.

CLASS CHARACTERISTICS

The incumbent is responsible for a variety of analytical, clerical, and administrative duties related to construction activities and projects, environmental regulations, water conservation, educational programs and community relations. The incumbent may exercise some degree of independent judgement and action within established policies and according to management guidelines. Incumbent may represent the District on technical committees, public review committees, task forces, and to community groups, organizations and the general public.

CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED

Supervised by:	District Manager
Administrative support to:	Engineering, Operations, Finance & Business Services
Exercises supervision over:	no supervisory responsibility
MOU:	Classified, non-exempt

ESSENTIAL DUTIES (duties may include, but are not limited to, the following):

With general direction, perform a variety of general and specialized research; conduct studies and analyses; prepare complex reports; and develop recommendations and coordinate modifications to existing policy, procedures and /or processes.

Provide environmental regulatory support services for water system repairs and related operations, as well as capital improvement projects, including review of work plans and preparation of technical memos and regulatory reports.

Complete and review regulatory reports, memos, and other documents such as water rights filings, permit related documents, hydrologic reports, and biotic reports for regulators and/or for internal use in accordance with local, state, and federal requirements.

Assist with environmental review of projects for regulatory compliance needs and for potential impacts to the Districts drinking water source watersheds; make recommendations for mitigation measures and confirm compliance with local regulations.

Support department heads in public outreach with research, analyses of information, content recommendations and coordination of campaigns; including assistance with maintenance of District website, coordinating social media presence, preparation of press releases, documentation, correspondence, mailings and public presentations.

Coordinate curriculum development, facilitate and lead classroom/field watershed education and outreach programs; assist in planning of annual watershed symposium and other stakeholder events; and present to regulators and at public meetings.

Support district management in duties with environmental planning, hydrology and geology, monitoring Santa Margarita Groundwater Agency and Conjunctive Use; this could include representation at meetings, assisting with documentation and other tasks.

Organize and coordinate the District's environmental activities; coordinate and monitor the development and review of the District's environmental plans and documents, including Water Supply Management Plan, Urban Water Management Plan and, Groundwater Management Plan; recommend modifications and/or amendments to existing watershed policy.

Coordinate with state and federal agencies to develop standard operating procedures, best management practices, and guidelines to meet regulatory and permit requirements; provides training to District staff and contractors.

Keep abreast of, interpret, and apply federal, state and local regulations, codes and ordinances such as the Safe Drinking Water Act, California Fish and Game and Water Codes, California Forest Practice Rules, California Environmental Quality Act, National Environmental Policy Act, federal and California Endangered Species Acts, and other regulations related to watershed and water resource management.

Participate in management of environmental programs, including requests for proposals and sole source requests to provide materials and services; coordinate and participate in the evaluation of submittals; assist in negotiation and execution of contracts; prepare Agenda items for contract approval; administer contracts ensuring compliance with all requirements.

Perform monitoring of fisheries; including fish passage/habitat conditions and water quality; botanical surveys, special status species, bypass flow, and water surface elevation in support of City operations and for compliance with offsite mitigation plans, Habitat Conservation Plans, Streambed Alteration Agreements, and other local, state and federal permits; provide support for the District's water conservation activities.

Monitor watershed lands to identify erosion issues and code compliance issues such as illicit diversions or discharges; document and follow appropriate channels to address.

Monitor and review environmental documents of other public and private projects for impact to District; monitor and review other public and private land use activities for potential impacts to the District; Act as District liaison to other agencies, work groups and private organizations as assigned.

Identify potential grant funding, prepare grant applications or monitor consultant preparation; coordinate with other agencies for collaborative grants; coordinate application process; administer grants; prepare grant reports; coordinate grant implementation.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- Principles and practices of environmental planning;

- Applicable federal, state and local rules and regulations;
- Guidelines for implementation of CEQA;
- Principles of biology, hydrology and geology;
- Principles and techniques of grant preparation and administration;
- Principles and techniques of technical research and writing.

ABILITY TO:

- Coordinate projects, consultants and consistently distribute status reports
- Communicate effectively orally and in writing;
- Organize, compile, analyze and summarize highly technical data;
- Prepare clear and concise narrative reports and/or correspondence;
- Review and analyze complex and/or technical reports and documents;
- Work independently and as a team member;
- Establish and maintain effective working relationships with district staff, other governmental agencies, consultants and members of the public.

PHYSICAL AND SENSORY REQUIREMENTS

- Sufficient eyesight to read fine statistical reports, standard text and computer screens; near, far and color vision when collecting and analyzing samples;
- Ability to speak and hear at normal conversation levels in person and over the telephone;
- Manual dexterity to write legibly and to use computer screens, calculators and other general office machines;
- Position requires sitting, standing, walking on level, uneven and slippery surfaces, climb ladders and steep slopes; reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties;
- Ability to lift, carry and push equipment, supplies and tools up to approximately forty pounds on occasion and up to eighty pounds with assistance;
- Exposure to outdoors: adverse weather conditions including wet, heat and cold plus exposure to biohazards; and stinging plants and insects when collecting samples;
- Variety of working conditions, including mechanical, electrical and water-related hazards; use of cleaning and lubricating chemicals or work in an environment that may involve exposure to fumes, dust and air contaminants;
- Exposure to loud noise when performing field inspections/surveys and collecting samples;
- May work in standing or flowing water, conducting measurements or collecting data from natural streams or wetlands;
- Will be required to attend evening meetings and work occasional weekends.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodations, if needed), typically:

EDUCATION: Equivalent to graduation from an accredited college or university with major work in planning, natural resources, environmental studies, public administration or a closely related field. An advanced degree from an accredited

institution in one of the above areas is highly desirable.

EXPERIENCE: Three (3) years of progressively responsible experience in planning, environmental programs, and analysis of technical issues or closely related field.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California class C driver's license must be maintained at all times.