

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY
invites applications for the position of:



Assistant Environmental Specialist

An Equal Opportunity Employer

SALARY

<u>Hourly</u>	<u>Biweekly</u>	<u>Annually</u>
\$25.70 - \$38.55	\$2,055.81 - \$3,083.69	\$53,451.00 - \$80,176.00

OPENING DATE: 12/22/16

CLOSING DATE: 01/27/17 11:59 PM

DESCRIPTION:

San Diego International Airport seeks a highly-motivated individual to join its Environmental Affairs Department as an Assistant Environmental Specialist. The role is responsible for performing field investigative and compliance work and special studies that require technical expertise and knowledge within areas of assigned specialty including air quality and greenhouse gas emissions, hazardous materials, pollution prevention, and wildlife management. The role also assists in development, implementation and monitoring of assigned environmental programs, program elements or projects to support the Airport's Sustainability Policy and related commitments. As such, it requires introductory knowledge and experience in a variety of environmental disciplines including energy and water management, greenhouse gas emission inventories and reduction strategies, climate resiliency assessments and planning, alternative fuels and transportation technologies, green building and infrastructure design concepts, sustainability reporting, pollution prevention and control, waste management and wildlife and integrated pest management (IPM). A successful candidate will be able to collaborate with multi-disciplinary teams, track and analyze program performance data, and possess strong oral and written communication skills. Professional credentials such as LEED Accredited Professional or Green Associate are encouraged.

EXAMPLES OF DUTIES:

1. Performs environmental field investigative and compliance work and special studies, requiring technical expertise and knowledge within areas of assigned specialty; performs site assessments, field investigations, field sampling and other environmental survey and clean-up/mitigation activities; assists in conducting or conducts tenant environmental compliance investigations; collects, compiles, analyzes, summarizes and communicates data and findings and develops and recommends courses of action.
2. Coordinates with and provides information and technical assistance to other departments, tenants, agencies and organizations; responds to routine to moderately difficult environmental inquiries from representatives of different Authority divisions/departments and tenants; educates and informs Authority staff, contractors and tenants about regulations, rules, policies, processes and procedures related to areas of responsibility; responds to requests for information regarding specific environmental activities; cooperates with and provides information to responsible enforcement agencies and other governmental agencies.

3. Develops, writes and maintains a variety of reports, documents, correspondence and records related to areas of assigned responsibility; composes and presents written technical reports; drafts correspondence to other Authority departments, tenants and State and Federal regulatory agencies; maintains accurate, complete and current records.
4. Assists in development, implementation and monitoring of assigned environmental programs, program elements or projects; performs technical and administrative duties in the implementation of program activities; participates in developing program/project designs; participates in ensuring program compliance with all applicable laws, regulations and regulatory agency requirements.

**MINIMUM
QUALIFICATIONS:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in environmental science, public or business administration or a related field; and one year of experience in natural resource management; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the Authority's vehicle insurance program.

**SUPPLEMENTAL
INFORMATION:**

Knowledge of:

1. Principles, theories, methods and techniques of natural resources management and environmental protection.
2. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
3. Principles and practices of sound business communication.

Ability to:

1. Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.
2. Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to assigned program responsibilities.
3. Understand, interpret and respond to internal and external customer needs and expectations.
4. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
5. Communicate effectively orally and in writing.
6. Maintain all required files, records and documentation.
7. Establish and maintain effective working relationships with those encountered in the course of work.

Background Information: Candidates must pass a background investigation including references and employment history for at least the last ten (10) years. Job offer will be rescinded if a candidate cannot provide the necessary documents within ten (10) days prior to start date.

Chemical Substance Testing: Job offer is contingent on candidate testing drug free during the pre-employment medical examination and signing the Drug-Free Pledge as required by the Drug-Free Workplace Act of 1988.

Driver License: Must possess a valid Class C California driver license at the time of appointment, and at all times thereafter, in order to operate a vehicle on Authority business.

The San Diego County Regional Airport Authority will make reasonable efforts to provide accommodation in the selection process. Candidates/applicants who require a reasonable accommodation in the selection process should state their needs in writing when submitting their application or resume.

The Authority reserves the right to change or add to any of the above licensing requirements, job duties, or other employment requirements anytime throughout a candidate's employment when required by law, regulation or business necessity. The education, training, and experience stated on the announcement represent only the minimum requirements required to file a resume or application. Meeting the minimum listed education, training, and experience does not guarantee an applicant will qualify to be interviewed. The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked at any time.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.san.org/careers>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

2320 Stillwater Road

San Diego, CA 92101

619-400-2777

619-400-2515

lmorgan@san.org

Job #00453

ASSISTANT ENVIRONMENTAL SPECIALIST

LM

An Equal Opportunity Employer
