

PERMITTING & ENVIRONMENTAL COMPLIANCE COORDINATOR 326-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for reviewing applications and conducting investigations for making determinations related to issuing permits related to work in and around County property and right of ways. Furthermore, incumbent acts county liaison with various environment agencies to ensure compliance with environmental mandates. Work is performed under general direction of the Commissioner of Public Works with leeway for independently performing most duties. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Participates in application and site plan review, field investigation and issuance of permits relating to
work within the county right of way or on county property;

Coordinates and monitors permitting, as required through various environmental regulatory agencies,
including but not limited to: Petroleum Bulk Storage (PBS); Chemical Bulk Storage (CBS);
Waterway & Wetland Permitting; Storm Water Pollution Prevention (SWPPs); Spill Prevention
Control and Countermeasures (SPCC); State Pollution Discharge Elimination System (SPDES);
Air Quality (Title V);

Coordinates and monitors worksite pollution control measures for the department;

Prepares reports and analysis for various department environmental programs, including but not limited
to: Municipal Separate Storm Sewer Systems (MS4);

Receives and acts upon public complaints relating to illicit discharges to county owned storm sewer
systems and/or surface water;

PERMITTING & ENVIRONMENTAL COMPLIANCE COORDINATOR

326-B

Page 2

Prepares applications for funding assistance through grant programs;

Develops and implement special environmental projects for the department;

Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the principles of natural sciences, scientific methods and procedures of monitoring and research and analysis of environmental conditions; good knowledge of legal, administrative and procedural regulations applicable to the department's environmental quality programs; ability to conduct field studies of the environmental conditions of an area; ability to understand and interpret scientific data on natural resources; ability to exercise sound judgment and discretion; ability to effectively plan and organize multiple projects simultaneously; ability to express oneself clearly and concisely, both orally and in writing; and ability to establish and maintain good working relations with co-workers, business establishments, public officials and the general public.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Environmental Studies/Science.

Special Requirement: *Must possess a valid Driver's License.*

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Y:\CLASPLAN\Permitting & Environmental Compliance Coordinator.Doc

Last Reviewed: November 3, 2016

Jurisdictional Class: Competitive Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Placed in Classplan on 2/1/2017

Revised and Replaced in Classplan: 2/27/2023

Revised and Replaced in Classplan: 4/28/2025 (Edu)