



**Lake County
Environmental Services Specialist**

BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	2	Non-Exempt

NATURE OF WORK

The first level in the Environmental Services Series is responsible for performing a variety of moderately involved duties related to land use, shore land and waste collection management.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Responds to inquiries and questions regarding zoning, septic, solid waste issues and related ordinances and procedures.	Daily 30%	B2
2.	Assists individuals in completing zoning, septic, and related applications; reviews applications to ensure compliance with regulations; and issues permits.	Daily 30%	B2
3.	Maintains financial and permit records including processing accounts payable and receivable.	Monthly 5%	A1
4.	Creates ArcView maps; interprets maps to identify land contours, drainage, and related features.	Daily 10%	B2
5.	Assists in preparing operational reports; maintains department webpages; collects various application fees; performs data entry; files documents.	Daily 15%	A1
6.	Collects and classifies hazardous materials; prepares labels for hazardous materials to ensure proper identification.	Daily 10%	B2
7.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Planning & Zoning may be responsible for:

- Taking minutes for planning commission and board of adjustment meetings.

Positions assigned to Solid Waste may be responsible for:

- Sorting demolition waste with skid steer.

LEVEL OF DECISIONS

Applies some advanced skills to the position or specialization; may adapt procedures, processes, tools, equipment and techniques to meet the more complex requirements of the position.

DIRECTION RECEIVED

Incumbents apply procedures and standards to specific situations, and work under general supervision.



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DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to temporary employees, and/or regular employees; troubleshoot problems and issues commensurate with relevant experience.

TRAINING AND EXPERIENCE REQUIREMENTS

Associate's degree in Land-Use Planning or related field; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Various certifications and licenses
- Valid driver's license

KNOWLEDGE REQUIREMENTS

- Customer service principles;
- Land use planning;
- Methods of preparing reports;
- Site inspection principles;
- Hazardous materials;
- Solid waste, recycling, and household hazardous waste treatment;
- Safety principles;
- Computers and related software applications.

SKILL REQUIREMENTS

- Providing customer service;
- Preparing reports;
- Interpreting drawings;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.



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PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Planning and Zoning:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Solid Waste:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents may be subjected to fumes, odors, dusts, poor ventilation, hazardous materials, extreme temperatures, and intense noises.

CLASSIFICATION HISTORY

DATE	COMMENT
June, 2017	Draft prepared by GBS (MO)

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.