Position Title: Pollution Prevention Specialist
Date: February 7, 2008
Reports to: MRC Coordinator
Department: CD&P
FLSA Status: Nonexempt
Positions Supervised: none

BASIC FUNCTION:
This is a limited duration, full time position, funded through June of 2009 by the Washington Department of Ecology’s Puget Sound Local Source Control Program. The Pollution Prevention Specialist will assist small business owners with voluntary efforts to control, reduce or eliminate pollutants and stormwater runoff by offering technical assistance and information on best practices. Responsible for identifying and coordinating site visits, preparing and distributing educational materials, completing checklists, preparing site visit reports and monthly reporting using Washington Department of Ecology guidelines.
Performs inspections and enforcement for stormwater regulations at construction sites.

MINIMUM QUALIFICATIONS:
Bachelors of Arts or Science degree with course work in biology, chemistry, environmental policy, and natural resource management OR any combination of education, training and experience which provides the knowledge, skills and abilities to perform essential job functions. Technical knowledge of pollution, stormwater runoff and toxic impacts to the environment is required. Experience teaching and providing technical assistance, especially to businesses is highly desired. Experience working with computers and computerized records management systems. Must be able to use effective communication and motivation techniques. Requires demonstrated ability to evaluate and make independent decisions on a case-by-case basis. Must have a valid Washington State driver’s license.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Complete a minimum of 150 site visits over an 18 month period utilizing a source control checklist, maintain records and prepare reports.
*2. Collaborate with Department of Ecology, San Juan County, Fire Marshal and Town of Friday Harbor to identify and coordinate outreach to businesses.
*3. Research, prepare and distribute informational materials and resources to help businesses control pollution and runoff.
*4. Perform site inspections and enforcement at active construction sites to ensure contractors are complying with all elements of the Washington Department of Ecology Stormwater Management Manual for Western Washington.
Position Title: Pollution Prevention Specialist

Page 2

*5. Complete all tasks, deliverables and maintain records required through the contract with Department of Ecology. Apply training received from position training events and monthly conference calls with Department of Ecology’s Hazardous Waste and Toxics Reduction Division.

*6. Respond to inquiries and requests from businesses and agencies by providing information and assistance on waste reduction, pollution prevention, and toxics reduction through meetings, newsletters, workshops, etc.

*7. Coordinate technical assistance messages internally with other local government personnel or functions such as fire marshal, code enforcement, wastewater treatment plant, Stormwater Technician and Hazardous Waste Coordinator.

*8. Participate and apply training received from Department of Ecology’s Source Control Program workshops and conference calls.

*9. Participate in the Environmental Results Program Auto Body Project according to Department of Ecology guidelines and training.

*10. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

11. Other duties as assigned.

PHYSICAL AND MENTAL REQUIREMENTS:
Ability to maintain effective working relationships with supervisor, staff, local and state agency partners, business owners and the public. Ability to receive, understand and conduct written and oral communications. Requires extensive field work with frequent driving, standing and walking. Must have ability to walk on uneven terrain and building sites. Requires good hearing and eyesight for distance, depth perception and color discrimination.

EQUIPMENT REQUIREMENTS:
Maps, aerial photos, measuring tools: 2 hours, weekly
Vehicle: 8-10 weekly
Copy machine: 1 hour, weekly
Printer, plotter: 1 hour, weekly
Personal computer: 12 hours, weekly

WORKING CONDITIONS:
Work may be performed in an office setting and outdoors with regular site visits to businesses and construction sites. Outdoor work may be in inclement weather. Requires travel by auto and ferry.