



CITY OF OAKLAND
invites applications for the position of:
Environmental Program Specialist
(Extended/Updated)

SALARY: \$43.14 - \$52.97 Hourly
\$7,010.73 - \$8,607.16 Monthly
\$84,128.76 - \$103,285.92 Annually

OPENING DATE: 01/11/21

CLOSING DATE: 02/16/21 11:59 PM

THE POSITION:

The City of Oakland is currently recruiting to fill one Environmental Program Specialist vacancy within the Public Works Department. The ideal candidate is well versed in a wide range of environmental regulations and laws pertaining to site assessment and cleanup, hazmat and fuel storage system management, and possesses the experience and/or demonstrated ability to lead complex site investigations and manage professional service contracts.

Under supervision, incumbents perform preliminary and Phase I Environmental Site Assessments (ESA) to determine toxic contamination; research and report on environmental conditions of property to be acquired by the City; develop scope of work and cost estimates; review technical documents and prepare reports; monitor construction and consultant fieldwork, and monitor regulatory compliance for City facilities.

The eligibility list established from this recruitment may be used to fill other vacancies that occur within the City including full-time and permanent part-time positions, if applicable.

* Click on the link below to see a video on what it's like to work for the City of Oakland!
[Working for the City of Oakland](#)

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Perform a broad range of duties in the preparation of Preliminary and Phase I Environmental Site Assessments to determine toxic contamination.
- Perform historical and title research; gather data; read and interpret information from technical reports, topographical maps, aerial photographs and soil or groundwater sampling.
- Negotiate and monitor professional service contract for Phase I Environmental Site Assessments.
- Assist in the negotiation and monitoring of professional service contracts for Phase II Environmental Site Assessments.
- Monitor consultant/contractor field work during the removal of City owned Underground Storage Tanks (USTs).
- Prepare written and verbal reports on the environmental condition of properties to be acquired by the City.
- Monitor and document compliance with lead-based paint, asbestos air quality permits, UST and other applicable regulations for City facilities.
- Prepare cost estimates which include soil and groundwater work for projects.
- Conduct research and analysis; prepare reports and maintain records.
- Manage hazardous waste and e-waste disposal for City facilities.
- Provide technical assistance to various City departments during the project design stage to avoid or mitigate adverse environmental effects and ensure compliance with environmental

- law and regulations.
- Act as consultant on environmental matters to City staff; assist in compliance with environmental laws and regulations.
- Assist in the preparation of staff reports and presentations to the City Council and/or Committees.
- Organize and maintain environmental affairs materials in a central library.
- Operate a motor vehicle in the performance of assigned duties.
- Perform other duties as required.

MINIMUM REQUIREMENTS FOR APPLICATION:

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education:

A bachelor's degree from an accredited college or university in environmental health, civil, environmental, or geologic engineering, geology, or related field. A master's degree will be considered for the replacement of one year of work experience. Proof of continuing education in a hazardous materials management program is highly desirable.

Experience:

Two years of environmental site assessment experience which includes field and contract management experience. Familiarity with the structure of governmental agencies is highly desirable.

Other Requirements:

Completion of a 40 hour OSHA Health and Safety Training (in compliance with 29 CFR 1910.120) and annual 8 hour refresher training. **VERIFICATION REQUIRED - SUBMIT AS AN ATTACHMENT TO YOUR ONLINE EMPLOYMENT APPLICATION.**

License: Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Considerable knowledge of methodology to conduct environmental site assessments.
- Considerable knowledge of Federal, state and local laws pertaining to hazardous wastes, with a special emphasis on hazardous materials management, compliance, and permits.
- Working knowledge of methods, theory, and practices of Environmental science, including research techniques, analytical and statistical methods.
- Working knowledge of sources of information for required environmental site assessments.
- Considerable knowledge of public contact and community relations, including a basic understanding of the internal structure of governmental agencies.

Ability to:

- Perform environmental site assessments.
- Analyze environmental laws and regulations; identify alternatives and provide recommendations.
- Manage and organize incoming data and correspondence; be proficient in using computer systems and applications.
- Prepare clear and concise reports.
- Negotiate and administer professional service contracts.
- Communicate effectively in both oral and written form.

- Understand complex problems and situations rapidly.
- Handle several projects concurrently.
- Participate in field investigations as part of a team establishing site conditions.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

SUPPLEMENTAL INFORMATION:

The Selection Process

Stage I: The first stage in the selection process will consist of a review of each applicant's employment application and supplemental questionnaire for minimum qualifications (weighted pass/fail). Applications submitted without all required materials will not be given further consideration.

Stage II: The second stage will consist of subject matter experts evaluating and rating the completed supplemental questionnaires. Applicant responses to the supplemental questions must demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. The evaluation of supplemental questions may be weighted 100% of an applicant score (before residency, seniority and/or veteran points, if applicable) and may determine rank on the eligible list. If a sufficient number of quality application packets are received, the supplemental screening may be followed by a third stage and the most qualified applicants will be invited to the next stage. Meeting the minimum qualifications does not guarantee advancement to Stage III.

Stage III: The third stage may consist of a written examination or oral examination (weighted 100%) that will test the knowledge, skills and abilities listed in the qualifications section.

The ranked eligible list may be developed directly from the supplemental screening OR the results of Stage III. Candidates must earn a scale score of 70 in this examination process to be placed on the eligible list for employment consideration.

Applicants are required to submit criminal history information upon request after receiving a conditional offer of employment. If the requested information is not furnished in a timely manner, applicants will not qualify for further consideration.

The City of Oakland reserves the right to modify the selection process and date of examination as necessary to conform to administrative or business necessity. The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.

How to Apply

Apply prior to the closing time of the job announcement and allow at least two to three hours to submit your application if you are a new user on the system. **APPLICATIONS ARE ACCEPTED ONLINE ONLY.** You may apply and view current openings by visiting our employment opportunities webpage at: <http://agency.governmentjobs.com/oaklandca/default.cfm>.

If you do not have access to a computer, there are computer stations available at any City of Oakland Public Library. There are also work stations at the Human Resources Management Department, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612. Work stations are available during regular business hours (normally 9:00 a.m. to 5:00 p.m.). **Due to current events and the statewide shelter-in-place order, City facilities may be closed to the public.**

Our on-line application system is provided by NeoGov. If you have problems while applying online, please contact NeoGov's Live Applicant Support at (855) 524-5627 between 6:00 AM and 5:00 PM Pacific Time, Monday - Friday.

You may also call the City of Oakland Human Resources Management Department during regular business hours at (510) 238-3112 for information; however, we are unable to provide technical support for the online application system.

Date of Examination:
To be determined

The City of Oakland is an EEO/ADA Employer.

ADVISORIES

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

Exam Access Accommodation: In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Department of Human Resources Management, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-3254.

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<http://www.oaklandca.gov/>

150 Frank H. Ogawa Plaza - 2nd Floor
Oakland, CA 94612
(510) 238-3112

lwright@oaklandca.gov

Position #20-PP122-12
ENVIRONMENTAL PROGRAM SPECIALIST
(EXTENDED/UPDATED)
DG

Environmental Program Specialist (Extended/Updated) Supplemental Questionnaire

- * 1. Be sure to answer the supplemental questions thoroughly and accurately. **Applicants are responsible for clearly, completely, and accurately identifying their qualifications. The rating of the supplemental questions may determine your application status and/or rank on an eligible list.** I have read and understand the statement above concerning submission of supplemental responses.
☐ Yes ☐ No
- * 2. REQUIRED DOCUMENT: Applicants must scan and attach a copy of the required 40-hour OSHA 29 CFR 1910.120 Health and Safety training certificate to qualify for participation in the recruitment process. I understand and acknowledge that my application will be considered incomplete if I do not attach the required document.
☐ Yes
☐ No
- * 3. Describe your work experience in environmental site assessment and environmental regulatory compliance. Please include field and contract management experience. In your response, indicate your employer, position title and duties for which you were responsible.
- * 4. What is your experience with regulatory mandates, Federal, state and local laws pertaining to hazardous waste, compliance and permits? How have you kept up to date with related laws and regulatory compliance information?
- * 5. Describe your experience in aboveground and underground storage tank management and compliance. In your response, indicate your specific roles and duties.

- * 6. Describe your experience providing hazmat/hazardous waste management and methods that you have used to ensure regulatory compliance for an entity such as the City of Oakland.

- * 7. Answers to the above supplemental questions MUST be supported by information contained in the "Education" and "Work Experience" sections of this application. Answers not supported by information contained in the "Education" and "Work Experience" sections of this application will NOT be considered. I have read and understand this statement.
☐ Yes ☐ No

* Required Question