



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title: **ENVIRONMENTAL ENGINEER**  
Jurisdictional Class: Competitive  
Civil Division: Planning Board  
Adoption: CSM 09/13/95  
Revised: CSM

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the County Planning Department and involves responsibility for the planning, administration and performance of environmental engineering duties concerned with the execution of the County's environmental and solid waste management programs. The work entails advising public officials and individuals on problems requiring professional engineering expertise, including the promotion of compliance with local, state and federal environmental rules and regulations through application of environmental engineering practices. The position includes administration of the solid waste management program by providing expertise for the development and implementation of a workable scheme for the sanitary disposal of solid waste including the integration of both public and private facilities for accepting, hauling, processing and disposing of solid waste generated within the County. The work is performed under general direction of the Planning Director and County Legislative Chairman with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of subordinate technical and professional employees, as well as technical, engineering and financial consultants. Does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Develops, oversees and administers various aspects of the County environmental engineering and compliance programs;

Communicates the County's solid waste management philosophy, goals and objectives to public officials and the general public via news releases and speaking before groups;

Works with the residents and municipalities of the County, private consultants and contractors to investigate, recommend and operate a system to manage all fraction of solid wastes;

Supervises and/or describes and interprets county solid waste and recycling programs to area local government and assists in their participating in those programs;

Reviews the state recycling legislation and regulations to supervise and/or implement a recycling program for the County to meet the needs of the residents and state requirements;

Investigates, reports on and makes recommendations concerning public water supplies or sewage systems, stream pollution, air pollution, county property transfers and environmental nuisances;

Responds to and conducts investigations into hazardous material and oil spills, and other problems as requested;

Confers with local officials relative to environmental engineering problems;

Interprets the results of laboratory examinations of air, water, sewage, industrial wastes and other samples;

Serves as a liaison with State and Federal agencies concerning environmental and solid waste programs, problems and permits;

Provides technical assistance to County Legislature, County Attorney and other County Departments and Agencies regarding environmental engineering problems;

Prepares contracts for private consultants on solid waste management and works with consultants to complete and implement solid waste management plan;

Prepares, revises and evaluates environmental assessments and impact reports pertaining to specific environmental programs;

Supervises and/or prepares local laws, rules and regulations applicable to solid waste management problems;

Consults with other governmental agencies, public interest groups and educational institutions in the study and protection of the environment;

Supervises, prepares and assists in the preparation of grant applications for a variety of state and federal funds regarding environmental management;

**TYPICAL WORK ACTIVITIES: (Illustrative Only) cont.**

Attends classes on solid waste management, environmental compliance and environmental auditing as applicable;

Submits reports, plans and other information as required for State Dept. of Environmental Conservation permits, consent orders and regulations for their consideration and approval;

Represents the Planning Dept. on matters and problems related to environmental engineering;

Assists and/or coordinates efforts of personnel from a variety of disciplines, including planning, engineering, financial, law, and environmental analysis in resolving solid waste disposal and other environmental problems;

Develops an ongoing education program to inform and instruct County residents of the solid waste regulations and recycling mandates;

Researches, reviews and prepares reports on federal, state and local policies, rules and regulations involving current technical environmental matters;

Prepares a variety of technical reports including recommendations for correction of environmental engineering problems;

Participates in investigations of environmental factors related to disease outbreaks.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices and techniques of environmental engineering related to air pollution, water supplies and purification, sewage disposal, stream pollution, solid wastes, storm-water, petroleum spills, property audits, insect and rodent control, public health nuisances, general sanitation, data collection and environmental impact analyses;

Thorough knowledge of modern practices and principles of solid waste management, technology, procedures and equipment;

Good knowledge of federal, state and local laws and regulations affecting solid waste management and environmental compliance of facilities;

Good knowledge of the equipment, materials, tools, terminology and safety precautions used in solid waste operations;

Ability to analyze and recommend various alternatives to solid waste management;

Ability to work independently within the scope of general direction;

Ability to read and interpret blueprints and sketches;

Ability to prepare clear and concise reports and correspondence;

Skill in environmental engineering techniques and practices;

Skill in preparing sketches and directing preparation of blueprints including familiarity with Computer Assisted Drafting/Design and Geographic Information Systems;

Initiative and resourcefulness in solving environmental engineering problems related to the above topics;

Ability to deal with public and other officials and develop public relations.

**MINIMUM QUALIFICATIONS: EITHER:**

**(A)** Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Engineering and 6 years of experience in Public Health, Sanitary, Environmental or Chemical Engineering; **OR**

**(B)** Possession of a valid current license to practice as a Professional Engineer in New York State and 2 years of experience as outlined in (A) above; **OR**

**(C)** An equivalent combination of training and experience as defined by the limits of (A) and (B) above; **OR**

**NOTE:** A Master's Degree in Public Health, Sanitary, Environmental or Chemical Engineering can be substituted for 1 year of the required experience.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Possession of an appropriate level NYS Motor Vehicle Operator's License is required at the time of appointment.