



## ENVIRONMENTAL ADMINISTRATOR

FC: SF145  
PB: 08  
FLSA: Exempt

PC: 890  
BU: 31 (AFSCME)  
Created: June 13, 2005  
Revised: November 9, 2006

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under the general direction of the Chief Safety Officer or appointed Division Manager, administers various aspects of the District's environmental programs within the System Safety Department, including administration of environmental regulations associated with District operations, maintenance, planning, rehabilitation, or expansion activities; represents the District on local, regional, State, and Federal environmental issues; manages the procurement and execution of environmental services; provides highly responsible and complex administrative support to the Safety Department; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This single class performs the more complex and difficult work associated with reviewing environmental regulations, reviewing environmental documents for compliance, developing and monitoring environmental programs, coordinating the activities and operations of field environmental compliance work, and overseeing hazardous materials management. Incumbent may also be responsible for overseeing the work of outside consultants, assisting higher level managerial staff in planning and evaluating the quantity and quality of work, and acting as lead to subordinate staff. This class reports to the Chief Safety Officer (or appointed Division Manager), who has the overall management responsibility for the System Safety Department.

### **EXAMPLES OF DUTIES** - *Duties may include, but are not limited to, the following:*

1. Serves as liaison for environmental issues with other District divisions and departments, and outside agencies; coordinates with other departments to determine environmental requirements as they apply to District operations, maintenance, planning, rehabilitation, or expansion activities and determines that necessary plans and permits are in place.

2. Reviews NEPA (National Environmental Policy Act)/CEQA (California Environmental Quality Act) documentation from other agencies to determine project impact on BART and coordinates response with various BART departments.
3. Reviews BART real estate permits/lease agreements and BART project contracts, determines the level of NEPA/CEQA documentation required, and provides environmental language for EDDs (Executive Decision Documents)
4. Administers, prepares, and provides oversight of environmental clearance documents for large scale District projects.
5. Administers CEQA mitigation monitoring programs for various District projects
6. Conducts hazardous waste investigation, develops remediation measures, and oversees contractor work plans to ensure approval by regulating agencies.
7. Maintains **Air Quality permits** for various shops and generator stations. Ensures compliance, develops appropriate documentation, and serves as the District's liaison with the appropriate regulatory agencies.
8. Maintains **Industrial Wastewater Discharge permits** and samples wastewater discharge at various shops. Ensures compliance, develops appropriate documentation, and serves as the District's liaison with the appropriate regulatory agencies.
9. Maintains **Stormwater permits** and samples discharge at various District facilities. Prepares and implements Storm Water Pollution Prevention Plans. Ensures compliance, develops appropriate documentation, and serves as the District's liaison with the appropriate regulatory agencies.
10. Prepares **Hazardous Materials Management plans**. Maintains Certified Uniform Permitting Agency (CUPA) permits for storage of hazardous materials, generation of hazardous waste, and operation of underground and above-ground storage tanks. Ensures compliance, develops appropriate documentation, and serves as the District's liaison with the appropriate regulatory agencies.
11. Reviews environmental regulations to stay current on applicable rules and requirements and provides guidance to various District departments.
12. Administers the District General Environmental Services agreement(s), including reviewing the contracts, tracking the work and costs, and processing invoices.

13. Administers and maintains other environmental programs applicable to the District and as directed by the Chief Safety Officer (or designee).
14. Analyzes complex environmental issues, evaluates alternative solutions to problems and recommends modifications to environmental documents, policies and procedures as appropriate, negotiates and resolves sensitive and controversial issues.
15. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements practice and procedural improvements.
16. Participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
17. Prepares necessary correspondence and reports and makes presentations to senior staff and elected officials, including presentations to the BART Board of Directors.
18. Responds to and resolves difficult and sensitive citizen environmental inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles, practices, and application of CEQA, NEPA, CWA, CAA, TSCA, RCRA, and CERCLA and equivalent California regulations.

Local, State, and Federal environmental laws, codes, and regulations and their implementation as they pertain to transit operations, public development, and transportation projects.

Methods of environmental assessment and mitigation monitoring.

Methods of, techniques of, standards for, and required studies for assessment of impacts in the areas of: biology and other natural sciences; air quality, water quality; traffic, noise; land use; visual and aesthetics; public health and safety, and cultural resources.

Principles and practices of hazardous materials management, hazardous waste disposal, hazard communication, emergency response, emergency planning and community right-to-know, and waste minimization.

Principles and practices of environmental investigation, risk assessment, and remediation.

Procedures and methods of community and agency consultation.

Principles and practices of program development, administration, auditing, budgeting, and assessment.

Principles and practices of contract administration and project management including the supervision of others.

General familiarity with construction, engineering, and transit operations.

General familiarity with chemistry, hydrology, and toxicology.

**Skill in:**

Assessing the environmental effects of projects and activities.

Overseeing and managing various aspect of an environmental compliance program.

Communicating clearly and concisely both orally and in writing.

Preparing and assembling documents for public distribution and/or presentation.

Overseeing and coordinating the work of highly specialized consultant staff.

Participating in development of environmental compliance division goals, objectives, and procedures.

Overseeing or performing research, analysis, and evaluation of District projects using environmental assessment methods and techniques.

Overseeing or performing audits and inspections of District operations.

Participating in development of program budgets.

Preparing clear and concise administrative and financial reports.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.

Interpreting and applying Federal, State, and local policies, laws, and regulations.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

**MINIMUM QUALIFICATIONS**

**Education:**

A Bachelor's degree in engineering, environmental planning, urban planning, business administration, public administration, or a related field from an accredited college or university.

**Experience:**

Five (5) years of (full-time equivalent) verifiable experience with environmental compliance, with emphasis on CEQA, environmental impact analysis, hazardous materials management, and environmental engineering.

**Other Requirements:**

Required to respond to after hours incidents and to perform field activities.

Field activities may include (but are not limited to) accessing the BART operating right-of-way, climbing on and off rail equipment, climbing ladders, walking on uneven surfaces, visiting construction sites and operating a motor vehicle.

Must possess a valid California driver's license and have a satisfactory driving record.

**Substitution:**

Additional professional experience as outlined above may be substituted for the above education on a year-for-year basis. A Bachelor's degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

**Physical Conditions:**

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

**EEOC: 02**

**Safety Sensitive Designation: No**