

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

ENVIRONMENTAL PROTECTION SPECIALIST I

POSITION CODE: 13821

Effective: 7-1-2022

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs beginning level professional duties related to the observation, participation in, or conduct of field inspections and investigations with other professional staff of pollution sources and environmental control systems; assists higher level staff in drawing conclusions that ultimately lead to preliminary recommendations for approval or denial of permits, variances or standards; assists higher level staff in the interpretation of environmental laws and regulations, bureau/division programs, permit actions, cleanup actions, and environmental/health impacts to prepare documents and reports; assists higher level staff in communicating scientific information and environmental decisions to the public; travels as necessary to meet the operational needs of the agency.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Observes, participates in or conducts field investigations and other surveillance activities; assists in the review of scientific data relative to the various projects and completes assignments of increasing difficulty and complexity; travels to work sites as operational needs dictate.
2. Attends and participates in staff meetings, conferences, seminars, training sessions, etc., in order to increase professional experience and knowledge.
3. Prepares for supervisor's close review and signature, technical and routine scientific reports resulting from inspections and/or investigations; answers inquiries from complainants and the general public; receives detailed instructions on the use of specific procedures and techniques.
4. Attends hearings to present testimony concerning projects reviewed, findings of the inspections and/or investigations of alleged pollution violations.
5. Assists and advises facility owners and operators on the scientific operational methods and laboratory techniques to be used in conducting the necessary tests.
6. Reviews applications and supporting documents to provide preliminary findings for supervisor's approval.

## ENVIRONMENTAL PROTECTION SPECIALIST I (Continued)

7. Evaluates the physical sites of facilities, installations and equipment to determine compliance with the laws, regulations and standards concerning pollution abatement.
8. Observes supervisor's interpretation of regulations, bureau/division programs, permit actions and environmental health impacts to the public; applies risk communication techniques through routine correspondence, fact sheets, responsiveness summaries, meetings, public hearings or other methods; responds to routine questions and concerns from the public associated with specific facilities, sites, or incidents or regulatory programs.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

1. Requires the knowledge, skill and mental development equivalent to the completion of four years of college with coursework in the physical, life or environmental sciences and requires either:
  - a) one year of professional experience in pollution abatement or a related field, or
  - b) completion of an agency approved training program.

OR

2. Requires a master's degree with coursework in the physical, life, or environmental sciences.

#### Knowledges, Skills and Abilities

Requires working knowledge of modern inspectional and investigative techniques and procedures.

Requires working knowledge of modern environmental control systems, facilities, techniques and procedures.

Requires working knowledge of state laws, rules and regulations as pertaining to environmental protection or pollution abatement.

Requires ability to prepare comprehensive, technical and scientific reports of field investigations and/or inspections.

Requires ability to analyze and interpret the scientific data of plans for facilities, installations and equipment.

## ENVIRONMENTAL PROTECTION SPECIALIST I (Continued)

Requires ability to establish and maintain working relationships with municipal officials, facility operators and owners, plant managers, or their representatives and general public.

Requires ability to interpret pertinent state laws, rules, regulations, policies or procedures of the agency to individuals and municipal bodies.

Requires ability to operate field equipment (and sampling equipment) such as a camera, dissolved oxygen testing and monitoring equipment, Hach field kit, real time analyzer, hand-held gas detectors, sound level meters and (drilling, sampling, and probing equipment).

Requires ability to meet safety standards as specified by applicable state and federal laws.

Requires a valid driver's license and ability to travel.

Requires the ability to utilize a personal computer and knowledge of software applications.