SUPPLEMENTAL JOB DESCRIPTION

Classification: Engineering Technician V Function Code: 4089-9616

Position Title: Maintenance Environmental Coordinator **Date Established:** 08/15/1988

Position Number: 21019 Date of Last Amendment: 02/01/22

SCOPE OF WORK: To perform skilled technical and supervisory environmental duties in the delivery of maintenance activities and transportation projects/maintenance operations for the Bureau of Environment, New Hampshire Department of Transportation, with emphasis on technical field inspections, administrative and operational maintenance duties associated with environmental compliance.

ACCOUNTABILITIES:

Performs field reviews of Operations maintenance activities, including review of construction projects for implementation of environmental commitments, permit conditions, and Storm Water Pollution Prevention Plans.

Prepares environmental documents, including surplus land reviews, addressing the environmental resources affected by Department proposals, and works with Operations' field staff to ensure that project related environmental commitments and the requirements of Department procedures are carried out in the field

Assists in reviewing permit conditions to ensure applicability, constructability, and clarity; confirms that environmental permits for construction projects and maintenance/operations activities are posted and obtained, as required.

Attends project-related meetings regarding environmental administration to ensure field inspections, operations and maintenance are compliant with environmental permits and commitments. Recommends actions to correct deficiencies, including the suspension of work.

Attends meetings regarding environmental permits/commitments, including monthly meetings with resource agencies' representatives; establishes and maintains contact with resource agencies regarding questions and concerns involving Operations' maintenance activities.

Assists supervisory field personnel with coordination of regulatory environmental agency site inspections. Trains Department field personnel with respect to best management practice development, installation, and maintenance.

Researches and recommends best management practices and mitigation measures, and maintains current information regarding advances in such practices and measures.

Participates in public education and outreach programs related to environmental best management practices.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from an accredited institute of higher education with a major study in engineering, landscaping, architecture, forestry, horticulture, environmental studies, agronomy, geology,

soil science or earth science. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Seven years of engineering experience, two years of which shall have been at a level equivalent to Engineering Technician IV. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Must possess a valid driver's license and/or access to transportation for statewide travel. The applicant's Motor Vehicle Record (MVR) must meet the minimum standards as established by the hiring agency.

SPECIAL REQUIREMENT: All accountabilities and requirements must be performed in accordance with State and Department rules and policies, including risk management, safety, and environmental standards, regulations, and administrative orders.

DISCLAIMER STATEMENT: The supplemental job description lists essential functions of the position and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

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SIGNATURES:

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Employee's Name (Please Print)	Employee's Signature	Date Reviewed	
Supervisor's Title and Position Numb	ber: <u>Coordinator Environmer</u>	Coordinator Environmental Impact Evaluations, #1906	
I have discussed the work responsibil employee.	lities outlined by this supplemental jo	b description with the above	
Supervisor's Signature	Date Reviewed		
Paula Nash	2/1/21		
Agency Human Resources	Date Approved/Re	evised	
Appointing Authority's Signature		pproved	
Reserved for DOP and Designees C	Only		
Division of Personnel	 Date Approved		