

STATE OF NEBRASKA CLASS SPECIFICATION  
**HIGHWAY ENVIRONMENTAL PROGRAM SPECIALIST  
PROVISIONAL**

EST: 09/07 - REV: 12/10  
CLASS CODE: E45420

**DESCRIPTION:** Under limited supervision, develops and implements various components of Nebraska Department of Roads (NDOR) environmental regulatory compliance program processes and multi-year plans. Monitors progress and prepares and submits periodic compliance reports to the Nebraska Department of Environmental Quality and other State and federal resource/regulatory agencies. Develops and oversees reporting, training, and certification systems and documents, and procedural guidelines and instructional materials. Provides technical advice to agency management, contractors/consultants, and others on the requirements and procedures for environmental compliance; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under development.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops and confers with NDOR employees to implement agency-wide long-range plans and processes to ensure compliance with conditions for the storm water permits, sanitary water and sewer system operations, and remediation of chemical spills, and other federal and State environmental regulations.

Writes and reviews and edits technical papers, inspection reports and other studies to compile and provide required data to various State and federal resource/regulatory and local public agencies, and other organizations and to track program performance measures.

Writes, reviews, and edits technical guidelines, inspection reports, and other studies for use by agency inspectors and construction contractors to administer the NDOR state-wide environmental compliance programs or suggest modifications to other manuals affected by these programs.

Develops and applies data collection and interpretation methods and documents to record and demonstrate compliance with permit conditions and environmental regulations and standards.

Monitors schedules and status of federally funded NDOR and local projects to stay current with pending and on-going construction and maintenance activities and to coordinate field compliance inspections; conducts specific on-site compliance inspections to assess impact of construction and maintenance activities and determine needed mitigation efforts.

Confers with NDOR employees and federal, State, and local government representatives, and responds to public inquiries to explain agency policies and program goals and activities, to share alternative solutions that consider the needs of all concerned parties, and to gain consensus on ways of meeting required permit conditions.

Interprets and summarizes environmental compliance data, identifies essential issues, and develops and recommends technical and operational remedial/corrective actions to achieve compliance.

## E45420 – HIGHWAY ENVIRONMENTAL PROGRAM SPECIALIST (continued)

Develops mechanisms and processes, and coordinates events and activities for the continued execution of the erosion control training and certification program to facilitate compliance with environmental programs and to explain environmental goals and activities in general; guides on-site contractors and their staff and instruct certification participants, as needed.

Reviews federal guidance documents and memoranda and public notification statements and information, federal and State regulations, and professional publications to stay current with emerging issues and initiatives and to identify technical and regulatory solutions to issues.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: technical and scientific principles, procedures, and terminology of environmental activities including water quality/pollution control; State and federal laws and regulations, local ordinances, and professional information resources pertinent to pollution control and water quality; environmental mitigation and compliance processes and functions of resource/regulatory agencies; environmental concerns pertinent to road and bridge construction and maintenance activities; the goals and functions of the NDOR; internal NDOR scheduling processes related to federally funded projects and operations.

Skill in: compiling, summarizing, and evaluating data using personal computers and associated software including word processing, spreadsheets, and database management applications.

Ability to: communicate in person, and by telephone, email, correspondence, and technical reports, with agency representatives, individuals, and groups having varying needs and technical backgrounds; interpret technical documents such as resource/regulatory guidance manuals, legal documents, scientific/research reports, governmental codes, and industry standards; identify and analyze environmental data and interpret results; assess and document potential environmental impact of agency projects and contractor activities; interpret and apply NDOR policies and standards to present situations and future plans; analyze technical data, administrative information, and operational practices and situations to define and resolve issues/problems and recommend acceptable courses of action; recommend operational options and plans relative to agency-wide technical environmental monitoring, evaluation, and corrective action activities.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in physical, natural, or environmental science or planning; environmental engineering; landscape architecture; biology; geology; agronomy; soil science; or related environmental fields, and two years experience in erosion or water quality compliance or control activities or issues.

### **SPECIAL NOTE:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).