

Water Authority Position Description

ENVIRONMENTAL SCIENTIST

Status	Position Code	Level	Date
APPROVED	ENSC	P28	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PLAN, OVERSEE AND CARRY OUT ENVIRONMENTAL PROJECTS, INCLUDING PREPARING NATURAL RESOURCE MANAGEMENT PLANS, BIOLOGICAL ASSESSMENTS, FIELD INVESTIGATIONS AND PREPARATION OF REQUIRED DOCUMENTS. COORDINATE ACTIVITIES WITH INTERNAL STAFF AND OUTSIDE AGENCIES. PARTICIPATE IN VARIOUS TECHNICAL AND MANAGEMENT GROUPS, INCLUDING THE MIDDLE RIO GRANDE ENDANGERED SPECIES COLLABORATIVE PROGRAM AND RELATED TECHNICAL GROUPS. PROVIDE LEADERSHIP TO THOSE PROGRAMS AND WORK GROUPS, SERVING PERIODICALLY AS TECHNICAL OR NON-FEDERAL CO-CHAIR.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN BIOLOGY OR RELATED ENVIRONMENTAL FIELD, PLUS SEVEN (7) YEARS ENVIRONMENTAL INVESTIGATION AND REMEDIATION EXPERIENCE.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.

SUPERVISION RECEIVED/EXERCISED

RECEIVE ADMINISTRATIVE DIRECTION FROM HIGHER LEVEL MANAGEMENT STAFF.
PROVIDE SUPERVISION TO TECHNICAL STAFF OF RELATED BUT DIFFERENT EXPERTISE IN ENVIRONMENTAL MATTERS.

ESSENTIAL FUNCTIONS

1. PROVIDE BIOLOGICAL AND ENVIRONMENTAL ANALYSIS AND ESTABLISH MONITORING AND OTHER PROGRAMS. REVIEW KEY BIOLOGICAL MODELS AND REPORTS AND MAKE RECOMMENDATIONS REGARDING FUTURE WATER MANAGEMENT STRATEGIES.
2. MANAGE TECHNICAL AND ENVIRONMENTAL PROJECTS. COORDINATE THE STAFFING AND OTHER RESOURCES REQUIRED TO COMPLETE ASSIGNED ENVIRONMENTAL PROJECTS. PROJECTS INCLUDE HABITAT RESTORATION OF AQUATIC AND TERRESTRIAL HABITATS AND MAINTENANCE PROJECTS FOR EXISTING AUTHORITY FACILITIES.
3. PROVIDE OVERSIGHT AND TECHNICAL ASSISTANCE TO THE ALBUQUERQUE BIOPARK IN FISHERIES MATTERS RELATED TO THE AQUATIC CONSERVATION FACILITY.
4. DEVELOP AND IMPLEMENTING FINAL ENVIRONMENTAL MITIGATION, INCLUDING RESTORATION, MONITORING OF AQUATIC AND TERRESTRIAL HABITAT AND REPORTING ON A QUARTERLY AND ANNUAL BASIS FOR THE AUTHORITY DRINKING WATER PROJECT.
5. PREPARE WRITTEN REPORTS AND PRESENT TO THE PUBLIC, THE WATER AUTHORITY BOARD AND OTHER INTERESTED PARTIES.
6. PROVIDE TECHNICAL EXPERTISE ON BIOLOGICAL MATTERS RELATED TO PROCESSES AT THE WATER AND WASTEWATER TREATMENT PLANTS. RECOMMEND CHANGES TO OPERATIONS AND MAINTENANCE PRACTICES TO ENHANCE AND SUSTAIN THE NATURAL ENVIRONMENT.
7. DEVELOP AND IMPLEMENT ADDITIONAL ENDANGERED SPECIES PROGRAMS. CONDUCT THREATENED OR ENDANGERED SPECIES SURVEYS/HABITAT ASSESSMENTS.
8. COORDINATE WITH THE BOSQUE ENVIRONMENTAL MANAGEMENT PROGRAM OR SIMILAR EDUCATIONAL OR COMMUNITY-BASED PROGRAMS FOR IMPROVING WATER QUALITY AND THE ENVIRONMENT.
9. REVIEW PROPOSED FEDERAL, STATE AND LOCAL REGULATIONS AND ANALYZE THE EFFECT ON THE AUTHORITY'S OPERATIONS AND RESOURCE PLANNING. COMPLETE AND REPORT TO THE PERMITTING AGENCIES AS REQUIRED MITIGATION REPORTS AND STATUS, CLEAN WATER ACT PERMITS NEPA REQUIREMENTS AND OTHER PERMITS AS RELATED TO AUTHORITY CONSTRUCTION AND OPERATIONS.

SUPPLEMENTAL FUNCTIONS

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS; STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE ASSIGNED FIELD.
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
3. SEEK AND COMPLETE TRAINING IN ENVIRONMENTAL AND FISHERIES MONITORING, INCLUDING STATISTICS AND THE ANALYSIS AND INTERPRETATION OF ENVIRONMENTAL AND FRESHWATER FISHERIES DATA.

PREFERRED KNOWLEDGE

ENVIRONMENTAL DOCUMENTATION AND TECHNICAL STUDIES FOR WATER RESOURCES
PROJECTS INCLUDING NEPA
PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND ADMINISTRATION
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

SOLVE COMPLEX PROBLEMS AND COMMUNICATE THEM TO INTERNAL AND EXTERNAL
CUSTOMERS
DESIGN, IMPLEMENT AND MANAGE WATER QUALITY MONITORING PROGRAMS
INVESTIGATE WATER QUALITY PROBLEMS AND RECOMMEND SOLUTIONS
ANALYZE AND ASSESS PROGRAMS, POLICIES AND OPERATIONAL NEEDS AND RECOMMEND
APPROPRIATE ADJUSTMENTS
INTERPRET AND APPLY FEDERAL, STATE AND LOCAL POLICIES, LAWS AND
REGULATIONS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

OFFICE AND FIELD ENVIRONMENT; EXPOSURE TO INCLEMENT WEATHER

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, STANDING, OR WALKING FOR
PROLONGED PERIODS; TRAVEL FROM OFFICE TO SITES