

ENVIRONMENTAL PROGRAM ASSOCIATE

I. DEFINITIONS

ENVIRONMENTAL PROGRAM ASSOCIATE

Positions in this classification provide a wide variety of paraprofessional program support to supervisory or professional staff in regulatory environmental programs such as regulatory or non-regulatory Private Well Water Testing, OSHA Consultation, and OSHA Surveillance programs in the WSLH. Work is performed under general supervision. The positions are required to possess and maintain a detailed level of expertise in an environmental program with comprehensive understanding of the specific state and federal statutes and administrative codes that regulate state environmental programs or comprehensive knowledge of public and environmental health, knowledge of testing procedure, interpretation of laboratory results and necessary corrective actions for unsafe conditions. They exercise a considerable degree of independence and latitude for decision-making along program lines that are governed by complex rules and regulations. Consequences of decisions made are important in that they directly affect public health and welfare since the positions must respond to inquiries from and provide assistance to the general public and the regulated community regarding rules, regulations, policies and guidance for the various programs, e.g., leaking underground storage tank (LUST), emergency response (ERP), spills, total coliform rule (TCR) or Occupational Safety and Health Administration (OSHA). The positions receive notification of contaminant releases and identify potential emergency situations, convey emergency information to the proper staff or agencies, initiate first response contacts with public or private water system owners or operators where unsafe conditions occur; and provide information to private well owners on corrective actions for an unsafe well.

Responsibilities in the various program areas are administering the region's hazardous substance release notifications consistent with statutory authorities; evaluating, interpreting and responding to drinking water and underground storage tank health-related data; administering and coordinating the Total Coliform Rule; analyzing, coordinating, and maintaining the program data system/database including quality control; reviewing test results to determine violations of contaminant levels, issuing notice of noncompliance (NON) or violation (NOV), monitoring for corrections and recommending action necessary to correct violations; participating on a statewide database team to provide input on system development and policy changes; coordinating the management of files for the program; assisting the supervisor and technical staff in overall program management; coordinating and maintaining records for fee invoicing responsibilities; providing program training, information and education; serving as the initial point of contact for outside requests and inquiries; coordinating the Drinking Water/Groundwater Program; running Public Water System Chemical/Radiological Compliance Sampling; coordinating contracted counties administration of program requirements; and providing health information and corrective actions to the general public for an unsafe well.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.