CMD 900-54
(Rev. Dec 2023)

# DUTY STATEMENT

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| ☐ | Current |
| ☒ | Proposed |

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| **Position Classification :**<br>Environmental Scientist | **Working Title:**<br>Environmental Scientist (Compliance) |
| **Position Number:**<br>006-192-0762-107 | **CBID:**<br>R10 |
| **Work Week Group:**<br>2 | **Work Hours:**<br>8:00 A.M. – 5:00 P.M. |
| **Command/Directorate/Unit:**<br>Facilities and Infrastructure, Environmental Programs | **Physical Work Location:**<br>Camp Roberts (Hwy 101, Bldg 910, Camp Roberts, CA 93451) and San Luis Obispo (10 Sonoma Ave, San Luis Obispo CA 93405) |
| **Supervisor Name:**<br>Levi Rowley | **Supervisor Classification/Rank:**<br>Environmental Compliance Officer / MAJ |
| **Current Incumbent:**<br>VACANT | **Effective Date:** |

**Position Requirements:**

☐ Conflict of Interest Filer (Form 700)
☒ California Driver's License
☐ Class A ☐ Class B ☒ Class C
☐ Class C w/Endorsement: _____
☒ Travel to Multiple Locations
☒ Other (Specify) Common Access Card (CAC)

As an employee of the CA Military Department (CMD), you are required to perform the "essential functions" of the job, with or without reasonable accommodation. You are expected to work cooperatively with all internal/external staff, to provide the highest level of customer service possible while meeting the CMD mission. All employees are required to treat others fairly, honestly, and with respect.

**Position Description:**

The Environmental Programs Directorate supports current and future mission requirements of the CMD by assisting units, programs, and leaders to comply with environmental laws, regulations, and policy while promoting environmental stewardship at military training sites and facilities.

Under the general direction of the Training Site Branch Chief and Compliance Program Manager, this position supports the CMD's Compliance Program at Camp Roberts (CR) with regular assignments to Camp San Luis Obispo (CSLO) and quarterly visits to Joint Forces Training Base (JFTB). Duties are broad-based and include, but are not limited to, management of the following media areas: hazardous materials and hazardous waste, stormwater, drinking water, wastewater, underground and above-ground storage tanks, landfills, solid waste/recycling, air quality, and other related programs. The position requires occasional travel in-state and out of-state.

**Essential Functions:**

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| 35% | **Implement Environmental Compliance Program**<br>• Under direction, assists in the management of the CR and CSLO Environmental Compliance Programs including, but not limited to the following program areas: hazardous materials/hazardous waste, underground and above-ground storage |

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| | tanks, wells, septic systems, landfills, industrial wastewater, stormwater, drinking water, fuel dispensing, pesticides, air quality, and sustainability programs.<br>• Assists in updating of Spill Prevention Control Countermeasure Plans (SPCCs), Industrial and Construction Storm Water Pollution Prevention Plans (SWPPPs), and related plans.<br>• Assists in the review, updating, and development of new environmental management processes, procedures, and documentation in support of military mission activities or in response to new regulations. Implements environmental processes and procedures.<br>• As directed, assists in the management of environmental compliance contracts including, but not limited to preparing scopes of work, obtaining bids, reviewing proposals, managing deliverables, and ensuring adherence to schedules and budgets. Program environmental funding in support of contracts.<br>• Identifies and documents environmental non-compliances; identifies and implements corrective and preventative actions. Reports non-compliance up the chain of command and enters into systems of record.<br>• Under direction, responds to environmental data calls from the National Guard Bureau (NGB).<br>• Participates in environmental planning efforts in support of the CR and CSLO installation command and directorates as directed.<br>• As required by Army Regulation 200-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and conducting essential communications with federal regulators. |
| 30% | **<u>Regulatory Permitting and Agency Consultation</u>**<br>• Under direction, ensures compliance with CR and CSLO environmental permit requirements including but not limited to hazardous materials/hazardous waste, above ground, and underground storage tanks, landfills, stormwater, wastewater, drinking water, air quality, fuel dispensing, pesticides, and related issues.<br>• Assists in tracking, reviewing, and facilitating renewal of required environmental permits at CR and CSLO. Identifies activities requiring new permits and facilitates obtaining them.<br>• When directed, monitors the implementation of construction SWPPPs. Inputs, updates, and reviews SWPPPs in the Stormwater Multiple Application and Report Tracking System (SMARTS).<br>• Under direction, consults with environmental regulatory agencies to align permit requirements with military mission activities, resolves permitting issues, and streamlines permitting processes. Negotiate permit conditions and requirements where needed.<br>• Responds promptly and professionally to regulator inquiries or requirements. Under direction, coordinates and facilitates resolution of Notices of Violation or other regulatory enforcement actions. |

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| | • As required by Army Regulation 200-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and conducting essential communications with federal regulators. |
| 15% | **Environmental Projects**<br>• Once per quarter, travels to Joint Forces Training Base to assist with Environmental projects including hazardous waste, hazardous materials, and Integrated Pest Management. As assigned, prepares, reviews, and edits correspondence, reports, analyses, summaries, policies, procedures, and related documents in support of environmental programs and actions.<br>• Assists Environmental Performance Assessment System (EPAS) auditors with inputting environmental violations into the EPAS system and correcting environmental non-compliances.<br>• As required by Army Regulation 200-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and conducting essential communications with federal regulators. |
| 15% | **Communication and Training**<br>• Under direction provides environmental briefings, presentations, and training to soldiers, leadership, and members of the public.<br>• When directed, provides environmental subject matter expertise and recommended courses of action to leadership and management.<br>• When directed, attends meetings, and provide accurate and timely environmental data and analyses to the CSLO Commander and directorates.<br>• As required by Army Regulation 200-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and conducting essential communications with federal regulators. |

**Non-Essential/Marginal Functions:**

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| 5% | Other duties as assigned |

**Knowledge Skills and Abilities:**

**Knowledge of:** Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues.

**Skills:** N/A

**Ability to:** Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain

cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues.

**Required Qualifications:**

- CA Driver's License.
- Position will require unescorted installation access to federal installations throughout the incumbents employment specifically: JFTB, GTC-CR, authenticated access to DoD NIPR systems including G-9 WEBCASS-E Portal, Cleanup Restoration & Liabilities (CRL), Natural Resources Revenue Tracking (NRRT), Environmental Document Repository (EDR), Environmental Quality Universal Information Portal (EQUIP), Hazardous Material Inventory & Disposal (HMID), Integrated Pesticide Management (IPM), Regulatory Enforcement Action Compliance Tracking (REACT), Environmental Source to Track, Analyze & Review Requirements (E-STARR), Evaluation and Assessment of Regulatory and Legislative Impacts (EARLI), Defense Occupational and Environmental Health Readiness System (DOEHRS), California Army National Guard SharePoint (Federal NIPR), Guard Knowledge Online (GKO), Joint Knowledge Online (JKO), General Fund Enterprise Business System (GFEBS), and digitally sign/encrypt official correspondence.
- Be eligible to obtain a favorable background. Clearance Requires a T1 background investigation and issuance and continued possession of a DoD Common Access Card (CAC) to perform essential duties in support of the Army Environmental Program under the provisions of AR 200-1.

**Desirable Qualifications:**

- Excellent writing and communication skills.
- Previous experience in a military environment; understanding of the military mission and resources required to accomplish it.

**Interpersonal Skills:**

- Ability to work with staff and personnel from various backgrounds.
- Ability to listen to, and understand staff, administrators, regulators, and others.

**Work Environment:**

- Office/desk environment.
- Shared office space.
- Regular site visits to active military training facilities involving field work including walking/surveying on rough, uneven terrain, driving on unpaved roads, and exposure to risks such weather (heat, cold, rain, wind), hazardous wildlife (insects, snakes), and proximity to construction and military training activities.

**Physical/Mental Abilities:**

- Ability to sit or stand for long periods of time.
- Require reaching, turning, kneeling, lifting, walking over uneven/rough terrain.
- Understand and follow safety procedures.
- Read, understand, and follow policy and procedures.
- Follow verbal and written directions.

- Critical thinking.
- Apply common sense.

**Equipment Used:**

- Telephone, computer, scanner, photocopier, camera, GPS unit, cell phone.
- Car, 4-wheel drive truck/SUV, ATV, or van

**Employee Certification:**

This duty statement reflects the general duties which describe the essential functions of the job. It is not considered an all-inclusive listing of work requirements. I have read and discussed the duties of this position with my supervisor; and understand I may perform other duties as assigned, including, but not limited to, work in other functional areas to cover absences; peak work periods; or balance workload.

I certify that I possess qualifications, including, but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. I am also able to perform the assigned duties with or without reasonable accommodation. However, should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide the information to the Return-To-Work Coordinator.

I have read and discussed these duties with my supervisor:

| Employee Name (Print) | Employee Signature | Date |
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**Supervisor Statement:**

I have discussed the duties outlined in the duty statement and provided a copy to the employee.

| Supervisor Name (Print) | Supervisor Signature | Date |
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| C&P Analyst Initials | Approval Date: |
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