

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,

