



**CITY OF PATTERSON, CALIFORNIA**  
EMPLOYMENT OPPORTUNITY  
EQUAL OPPORTUNITY EMPLOYER

**DEPARTMENT OF HUMAN RESOURCES**  
1 PLAZA, PATTERSON, CA 95363  
(209) 895-8011

**INVITES APPLICATIONS FOR THE POSITION OF:**

**FULL-TIME ENVIRONMENTAL COMPLIANCE SPECIALIST**

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**MONTHLY SALARY:**

\$6,243.41 - \$7,588.90

**OPEN:** June 23, 2025

**DEPARTMENT:** Public Works

**RECRUITMENT:** Internal and External Candidates

**DEADLINE TO APPLY:** July 14, 2025 at 5:00 PM

**TO APPLY:** Apply at <https://www.pattersonca.gov>

Applications will be reviewed for possession of the minimum qualifications. In the event that a large number of applicants possess the minimum qualifications, applicants who appear to be the most qualified based on the breadth and recency of experience will be invited to an interview.

**THE POSITION:**

Under general supervision, assists and coordinate assigned environmental compliance programs including industrial waste pretreatment, Fats Oils and Grease (FOG), storm water, water conservation and/or recycling programs within the department; coordinates assigned activities with other divisions, outside agencies and the general public; and provides staff assistance. This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

This position may require working flexible or extended hours including evenings and weekends.

**PRINCIPAL DUTIES:**

Assists the department with the development and implementation of new or revised environmental programs, procedures, regulations, and guidelines related to environmental enforcement, compliance, inspections, budgeting, and reporting; assists with the work plan for assigned environmental compliance program services and activities; review and

evaluate work products, methods, and procedures; meet with staff to identify and resolve problems; gathers, organizes, and prepares data and summaries to be used in analyzing and evaluating all local, State, and Federal laws, regulations and ordinances governing assigned programs; coordinates assigned activities with Public Works staff or those of other divisions and government agencies and external organizations related to environmental compliance and regulations, as necessary; assists in conducting research & analysis on Federal, State, Local laws and assists with the development and implementation of regulatory compliance programs (FOG, SWPPP, Water Conservation, Recycling, Cross-Connections and Backflow Prevention, Pre-Treatment, etc.), including Enforcement, Inspections, and Surveying; inspects City facilities and develops monitoring schedules to ensure compliance with local, State and Federal pretreatment standards and discharge requirements for various regulatory programs; assists in the development and implementation of public education & outreach programs; consults with and advises other City departments on environmental legislation, regulations, and planning issues; consults with businesses to develop solutions to achieve compliance; attends and participates in professional group meetings, committees, and regulatory compliance meetings and trainings associated with Environmental Compliance; stay abreast of new trends and innovations in the field of environmental compliance programs; performs related duties as required.

**MINIMUM QUALIFICATIONS:**

Must be 18 years of age or older.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

**Education:** Must have a High School Diploma or GED equivalent. College coursework desirable.

**Experience:** One (1) year of responsible experience in public works related projects, environmental compliance, customer relations, communications, or managing projects.

**License or certificates:**

Possession of a valid Class C California Driver's License or the ability to obtain.

**KNOWLEDGE OF:** Basic theories associated with environmental regulation, compliance, and research; principles of environmental compliance assurance; principles and practices as it applies to environmental and field activities such as work safety and traffic control especially as applied to Public Works field inspection; pertinent local, State and Federal laws, ordinances, and rules including FOG Control Program, Sewer Pre-Treatment, and Storm Water Pollution Prevention Plan; modern office procedures, methods, and computer equipment. Principles and practices of customer service.

**ABILITY TO:** Participate in the organization, staffing and operational activities for assigned environmental compliance programs; read, interpret, analyze, and apply environmental guidelines, documents, and reports; organize, research, and evaluate data

and ideas to make effective and sound decisions and develop appropriate solutions; prioritize work, coordinate activities, and meet deadlines; prepare and maintain comprehensive records and reports; understand and follow oral and written instructions; operate a personal computer and a variety of software applications; be an integral team player, which involves flexibility, cooperation, and communication; work with various cultural and ethnic groups in a tactful and effective manner; communicate clearly, concisely, and effectively, both orally and in writing; establish and maintain effective working relationships with co-workers and the public.

### **MENTAL & PHYSICAL REQUIREMENTS:**

**Mental Requirements:** The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to know and understand all aspects of the job; prepare reports; know, understand, interpret, and explain department and program policies, procedures, rules, codes, laws, and operational procedures; observe, analyze, evaluate, and solve code enforcement problems/issues, taking appropriate course of action; remember various inspection rules and codes.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit at a desk while studying or preparing reports; twist to reach equipment or materials; stand, walk, balance, stoop, kneel, climb, crawl, and bend while performing inspection duties; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means and lift or carry weight of 50 pounds or less.

**Environmental Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in an office and outdoor environments with travel to various locations within the City of Patterson. Employee often works in and around construction sites; exposure to inclement weather conditions, noise, and dust and when not outdoors, the work is performed in a standard office environment.

**Prior to appointment, eligible candidates will be required to submit to and successfully pass a medical examination, drug screen and background investigation, which will include fingerprinting.**

***The City of Patterson is an Equal Opportunity Employer***

## **ENVIRONMENTAL COMPLIANCE SPECIALIST SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications and background.

1. What is the highest level of education that you have received?

- ☐ High School Diploma or GED
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree

2. How many years of experience do you have in public works related projects, environmental compliance, customer relations, communications, or managing projects?

- ☐ None
- ☐ Less than 1 year
- ☐ 1 – 2 years
- ☐ 3 or more years

3. Please describe your experience in detail including where and when you gained this experience.

4. Do you have experience working in environmental compliance program(s) such as water resources, flood plain management, stormwater, recycling, solid waste, or regulatory compliance?

5. If you answered yes to question #4, please describe your experience in detail including where and when you gained this experience.