



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
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(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Natural Resource Specialist I, II, III  
Department: Community Development  
FLSA Status: Non-Exempt  
WC Code: 9410  
Effective Date: February 19, 2020  
Last Revised: February 19, 2020  
Pay Grade: A18, A20, A22  
Union: AFSCME

#### SUMMARY

Responsible for performing professional level evaluations and permitting various onsite wastewater treatment systems as well as determining whether they will safeguard public health and the environment. This includes inspection, investigation, documentation of State laws and County ordinances and education in various areas of water treatment, soil, and characteristics of wastes. Work is performed under the oversight of the Department of Environmental Quality, (DEQ) in the State of Oregon and the supervision of the Community Development Department who reviews work or conformance to applicable laws and regulations. As much of the work performed is in the field, incumbents in this classification are required to exercise considerable independent judgment.

This position encompasses 3 levels of employment; Natural Resource Specialists begin as a trainee (NRS I) until the candidate successfully demonstrates ability and experience to perform at the NRS II level. Trainees will operate under the restrictions as outlined by the Department of Environmental Quality and Josephine County Community Development programs.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

##### NRS I:

1. Performs evaluations, minor field inspections and investigations in the enforcement of state laws and County ordinances related to wastewater and soil uses.
2. Preliminary review and evaluation of technical reports, grant and permit applications, and ensures compliance with department guidelines and standards.
3. Advises owners, operators and contractors of any deficiencies and explains regulations; determines corrective measures and implements compliance schedules.
4. Receives and investigates public complaints regarding wastewater health hazards; evaluates problem and implements corrective procedures or refers to appropriate agency.

5. Does general scientific or technical quantitative and qualitative analyses
6. Prepares reports and letters of findings of inspections/investigations. Keeps accurate records in support of field survey or data gathering activities; ensures accuracy and validity of data collection process and resources.
7. Other duties as assigned by supervisor

NRS II (In addition to above):

8. Approves and issues operating permits, license renewals, site approvals, construction approvals and certificates of inspection.
9. Reviews projects, plans, and permit applications to determine impact on the environment and technical adequacy. Describes project scope, purpose and alternatives.
10. Advises operators, land managers or landowners to help develop plans that will ensure compliance. Identifies operational strengths and weaknesses, problems, or areas of non-compliance, and recommends corrections.
11. Consult with Federal, State, and local agencies, private consultants, and other subject matter experts on the laws, rules, regulations, policies, and guidelines; interpret, and communicate information to the community and ensure department compliance.
12. Serves on state-wide and local boards, commissions and committees concerned with environmental health issues.

NRS III (In addition to above):

13. Provide supervision of the Wastewater Management Program, including staff management, scheduling, conflict resolution, and job assignment.

#### SUPERVISORY RESPONSIBILITIES

Supervisory responsibilities are limited to NRS III employees only.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### EDUCATION AND EXPERIENCE

*NRS I* – A qualifying Bachelor's Degree as determined by the Department of Environmental Quality.

*NRS II* – Above requirements, in addition to two years of experience in wastewater and soil management

*NRS III* – Above requirements, in addition to 2 years of supervisory experience

#### JOB IMPACT

The consequence of error could have an adverse impact on public safety and legal liability due to an accident or illness where codes were not enforced or in compliance.

#### JOB CONTACTS

Contacts are with County, City, State, and Federal departments and agencies, and the public to give and exchange information relating to the interpretation of laws and regulations pertaining to wastewater management.

#### LANGUAGE SKILLS

This position requires working with owners, managers, developers, other involved parties, Federal and State agencies, other County departments, and the general public in the investigation of wastewater hazards. The ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with State and Federal agencies, other employers and the general public; interpret and apply environmental laws and regulations; make thorough investigations and prepare clear and concise reports; and deal tactfully with the public.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### REASONING ABILITIES

Ability to work independently and exercise initiative and judgment in completing tasks and responsibilities. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. The work involves dealing with individuals who may become irate and/or enraged when decisions/inspections do not go their way or who are placed under enforcement mandates and schedules.

### OTHER SKILLS AND ABILITIES

Performing field work requires working in all types of weather conditions in isolated situations, in various types of terrain situations (steep slopes, climbing fences) and in areas of potential environmental health hazards. The position is on-call on a rotating basis to respond to emergency situations which are infrequent (2-3 times per year). Incumbents are also required to perform scheduled weekend and after hours inspections.

### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of, or ability to obtain, a valid Oregon Driver's License and a safe driving record.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

### WORK ENVIRONMENT

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 is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; and extreme heat. The noise level in the work environment is usually moderate to loud.

### 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	<b># of pounds = 50lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe:	Driving Motor Vehicle		
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Conversational levels			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>