

City of Madison

Job Description



Title: Environmental Specialist

Department: Engineering

FLSA Status: Exempt

Pay Grade: 114

New Position ☒

Position Change ☐

Effective Date 6/8/2026

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary: The Environmental Specialist is responsible for administering, implementing, and enforcing the City's Municipal Separate Storm Sewer System (MS4) NPDES permit program in compliance with the federal Clean Water Act and Alabama Department of Environmental Management (ADEM) regulations. Serving as the City's subject matter expert on stormwater quality and MS4 compliance, this position provides the technical expertise and regulatory knowledge needed to manage all aspects of the program with minimal reliance on outside consultants. Responsibilities include overseeing illicit discharge detection and elimination, construction site and post-construction stormwater management, public education and outreach, pollution prevention activities, and annual permit reporting.

This position also serves as the primary administrator of the City's post-construction stormwater ordinance, managing permit applications, site inspections, and compliance reporting for new development projects citywide. The Environmental Specialist coordinates with internal departments, developers, contractors, and state regulators to ensure the City maintains compliance with all permit obligations and regulatory requirements. This position reports to the Engineering Manager.

Essential Functions/Major Responsibilities:

- Manages assigned environmental projects from kickoff through closeout, including scope, schedule, budget, and deliverables.
- Conducts environmental fieldwork, inspections, monitoring, and sampling activities as required by project assignments and regulatory obligations.
- Prepares, reviews, and contributes to environmental reports, technical memoranda, site-specific compliance plans, and permit documentation in accordance with applicable regulations and project requirements.
- Administers environmental compliance, permitting, assessment, and monitoring activities across assigned program areas.
- Collects, compiles, and analyzes environmental data to support project deliverables, regulatory submittals, and internal decision-making.
- Maintains accurate project documentation, field logs, and records to support audits, regulatory reviews, and internal quality control.

- Coordinates with project managers, technical staff, and clients to support effective and timely project execution.
- Communicates with regulatory agencies and stakeholders as directed to support permitting, reporting, inspections, and project coordination.
- Conducts detailed facility inspections to review records and verify RCRA compliance with hazardous materials management, waste disposal, air quality, water quality, and spill response requirements.
- Monitors and interprets changes in environmental regulations, agency guidance, and industry best practices applicable to assigned work areas.
- Identifies compliance gaps or program deficiencies and recommends corrective actions or procedural improvements to management.
- Develops and maintains site-specific environmental management plans, standard operating procedures, and compliance schedules.
- Responds to environmental incidents, spills, or compliance concerns and coordinates appropriate reporting and remedial actions.
- Supports preparation and submission of required regulatory reports, permit applications, renewals, and agency correspondence within established deadlines.
- Establishes and maintains effective working relationships with team members, clients, subcontractors, regulatory agency representatives, and project partners.
- Provides technical guidance and mentorship to entry-level environmental staff as appropriate to role and project needs.
- Participates in safety briefings, environmental training programs, and professional development activities as required.

Secondary Functions:

- Performs other related duties as required.

Job Scope:

- Operates with considerable independence and exercises professional judgment in the administration of a complex, multi-faceted regulatory compliance program
- Serves as the City's sole subject matter expert in stormwater quality and MS4 NPDES compliance, bearing primary responsibility for all permit obligations under the City's MS4 permit issued by ADEM
- Regularly interprets and applies federal and state environmental law and independently manages regulatory relationships.
- Exercises decision-making authority over program priorities, inspection and enforcement activities, compliance strategies, and ordinance administration
- Manages the City's post-construction stormwater permit program from inception through closeout, including permit issuance, site inspections, and compliance reporting for all qualifying development projects
- Directs and evaluates limited outside consultant work products for specific technical tasks and annual monitoring activities; consultants do not drive day-to-day program management
- Coordinates day-to-day program management across multiple City departments and interfaces directly with developers, contractors, engineers, and state regulators

- Responsibilities include judgement calls, regulatory deadlines, compliance failures (evaluation and documentation), permit violations and, regulatory enforcement actions as related to the City Permit.

Supervisory Responsibility:

None

Interpersonal Contacts:

- The incumbent has contact with construction workers, Public Works personnel, public utilities personnel, engineers, developers, members of the general public, and state and federal regulatory agents in order to give and exchange information, to resolve problems, to justify, defend, negotiate, or settle matters, and to provide services.
- Must establish and maintain effective working relationships with co-workers, GIS professionals, engineers, surveyors, planners, members of the Police & Fire Departments and other City Departments, school district personnel, code enforcers, equipment professionals, and members of the general public for the purpose of giving or exchanging information and providing services.

Knowledge, Skills, and Abilities:

- Knowledge of construction and maintenance methods, material, tools and of street and stormwater related to public work projects; good knowledge of property descriptions; good knowledge of the principles and practices of land surveying and engineering mathematics.
- Knowledge of utility, drainage, road construction and project and contract management.
- Knowledge on project management, MS4 and floodplain management is required.
- Knowledge of utility planning and environmental planning with ability coordinate through multiple entities.
- Knowledge of site design and adopted civil construction codes.
- Skill in project management, planning, organization and prioritization.
- Ability to plan and supervise the work of sub-professional co-workers.
- Ability to consistently demonstrate a high level of judgment and discretion required.

Education and/or Experience:

- Bachelor's degree in Environmental Engineering, Environmental Science, Civil Engineering, or a closely related field.
- Minimum of five (5) years' related experience is required with experience in stormwater management.
- Master's degree in Environmental Engineering, Environmental Science, Civil Engineering, or similar and a minimum of two (2) years' experience, may be substituted for experience.
- Demonstrated working knowledge of federal Clean Water Act requirements, EPA MS4 Phase I/II regulations, and state (ADEM) NPDES permitting requirements.
- Experience developing, implementing, and/or enforcing stormwater management ordinances.
- Experience preparing or overseeing SWMPP, IDDE programs, annual reports, and BMP implementation.
- **Preferred (not required):**

- PE or CFM (Certified Floodplain Manager) certification
- Direct experience managing a post-construction stormwater permit program
- Experience with GIS applications for stormwater infrastructure management
- Experience conducting or overseeing stormwater monitoring and sampling

Additional Requirements:

- Driver's License required.
- Must maintain a strong driving record for City insurance purposes and record may be periodically checked by the City.

Job Conditions:

- Working environment is primarily indoors in an office setting, and occasionally outdoor in inclement weather (rain, snow, cold, etc.); and requires some travel to various City locations to conduct fieldwork.
- Job requires non-standard work hours, occasional long hours, and occasional work on weekends and evenings.
- Excellent background record required, due to accessibility to City property and data/information.
- Occasional required attendance of regularly scheduled evening meetings (i.e., City Council Meetings) with short or no notice (Evening meetings are generally set with yearly schedule, however some are set with short notice).
- Frequent appearances at neighborhood, trade, and civic organization meetings.

Physical Capabilities:

- This position's physical requirements involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- May be subject to walking, standing, reaching, bending, balancing, climbing, kneeling, handling, feeling, smelling and twisting to perform site visits, inspections and environmental duties.
- Work is performed while typically sitting at a desk. Vision, speech, and hearing sufficient to perform the required tasks is essential. Arm and hand steadiness and finger dexterity enough to use keyboard.
- Incumbent occasionally required to climb ladders and uses tools or equipment requiring a high degree of dexterity.
- The employee may be exposed to noise, dust, dirt, grease and machinery with moving parts.
- PPE may be required in certain circumstances (safety vests, hard hat, steel toe boots, safety glasses, etc.).

Mayor Approval

Date

Department Head Approval

Date