



## THE POSITION

### Associate Environmental Specialist – Permitting & Compliance

**Tahoe Regional Planning Agency** and our dynamic team of professionals seek a motivated **Associate Environmental Specialist** to provide support to the Permitting and Compliance Department.

The focus of this position will be assuring that on-the-ground implementation of permitted projects and activities are completed in compliance with the TRPA Code of Ordinances, Handbook of Best Management Practices, Plan Area Statements, Area Plans, and other applicable components of the Regional Plan. This individual will conduct required pre-grade, intermediate, final, and security return inspections of approved projects and determine the proper course of action for protection of environmental resources. Required responsibilities include field review, interpretation of construction drawings, evaluation of water quality effects, checking for compliance, direct contact with building departments located within the Tahoe Basin, and frequent contact with the public. Local jurisdiction monitoring and reporting, complaint investigation, and resolution of violations for permitted and non-permitted activities are also functions of this position. The Associate Environmental Specialist will be responsible for maintaining inspection records, inputting project tracking information to a database, and preparing correspondence for applicants and permittees. Other duties or essential activities may be assigned by the Compliance Program Manager.



### Overall Responsibilities

- Responsible for assuring that construction activities are conducted in compliance with permits issued in accordance with TRPA's Regional Plan.
- Facilitate meetings or workshops and engage with the public, interest groups, and agencies to develop practical solutions to a range of policy and planning issues.
- Review plans and ordinances for consistency with the Regional Plan and evaluate potential environmental impacts.
- Collaborate with local jurisdictions, other agency staff, and external stakeholders to support the implementation of the Shoreline Plan in conformance with the Regional Plan.
- Assist customers at the public service counter, over the telephone, and through e-mail to answer questions and provide solution-oriented advice.
- Manage assigned projects including effectively scoping, scheduling, planning, and executing projects.
- Prepare and present high quality written and graphic materials including staff reports, maps, posters, and topical reports or white papers.
- Act in a manner consistent with TRPA's goals and objectives as developed by the Governing Board, while providing service of the highest level to our customers-both internal and external.
- Build and maintain strong relationships with local jurisdictions, environmental organizations, business interests, and other agencies.
- Use sound judgment to determine when to make independent decisions and when to seek direction from management or other staff.
- Performs duties related to the Current Planning Division and Code Compliance Program reporting including report writing, data entry and data management, GIS mapping, and assistance with request for proposal preparation.
- Gather and interpret data related to enforcement and education.

- Work with partners around the Basin to increase awareness of the TRPA rules.
- Additional duties may be assigned to support the Current Planning Division or Code Compliance Program.
- Work with partners to continually improve and spur innovation within the program and manage the collection of data while maintaining a high level of customer service.

### Required Knowledge and Skills

Bachelor's Degree in urban or regional planning, hydrology, geography, environmental science, natural resources management, or other closely related field. Master's Degree is desired, but not required.

- Three years of increasingly responsible experience in planning and / or Compliance including long range planning, transportation planning, environmental planning, and/or current planning work. Master's Degree may be substituted for 2 years of experience.
- Basic understanding of the principles of stormwater quality, non-point source pollution, hydrology, and/or soils science.
- Experience in implementation of practical solutions for environmental protection measures on construction projects.
- Experience working with the public on the interpretation, explanation, and enforcement of varied codes and regulations, highly desirable.
- Working knowledge of Tahoe-specific environmental issues and Best Management Practices employed in the Tahoe Region, highly desirable.
- Formal training or experience in code compliance or natural resource protection is preferred but not required.
- Excellent written and verbal communication skills.
- Knowledge of and experience applying planning principles and methodologies.
- Training or experience with group facilitation techniques.
- Ability to understand and interpret the TRPA Code of Ordinances and ordinances of other jurisdictions.
- Good listening and interpersonal skills, and ability to build strong relationships with a variety of constituents inside and outside the agency.
- Demonstrates influence skills in dealing with all levels and ability to quickly establish credibility and trust. Able to influence and motivate via oral and/or written communication.
- Demonstrates the willingness and availability to represent the Compliance Program and /or Agency at public events and meetings as needed. Makes presentations at large and influential public forums on controversial issues.
- Comfort operating in fast-paced environment and meeting deadlines.
- Ability to work independently or in a team setting.
- Knowledge of data collection, input, management and interpretation of natural resource information.

- Demonstrates initiative and personal motivation to be successful in the challenging and stimulating environment of the Tahoe Basin.
- Organization and time management skills including the ability to complete work assignment with minimal direct supervision.
- Ability to interact with the public in a positive, non-confrontational manner. Capacity to manage conflict to an effective and positive outcome.
- Excellent record-keeping skills. Has oversight and responsibility for project approval of multiple complex projects. Effectively interprets data dealing with complex problems and situations. Demonstrates critical thinking and analysis capability, synthesizes complex facts and issues in order to propose successful solutions tailored to competing interests.
- Organizational savvy to build allies and relationships across the TRPA divisions and programs and partner agencies. Uses allies to build consensus and create results, is appropriately diplomatic, understands others' roles and perspectives, and promotes projects and ideas across the Agency and the Tahoe Basin.
- Experience collecting field data according to established protocol.
- Experience with ArcGIS software.
- Proficient in Microsoft Office, Outlook, Adobe Acrobat, and web content management.



### Physical and Mental Demands

**Physical Demands:** The essential functions of the position requires the mobility to work in a standard office setting and use standard office equipment, including a computer; this is primarily a sedentary position and may require **frequent** sitting, although **occasional** standing and walking between work areas may be required; repetitive use of both hands, light grasping with dominant hand, finger dexterity in both hands is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; visual acuity to read printed materials and a computer screen; hearing and speech to communicate in person and over the phone or computer virtual software platform; bending, stooping, kneel, reach, push and pull drawers open and closed to retrieve and file information; **seldom** lifting/carrying, pushing/pulling of 25lbs or less.

**Mental Demands:** The essential functions of the position requires the ability to read and write both simple and complex material, perform simple and complex math calculations, and the ability to perform simple and complex tasks; complete forms, perform clerical tasks, analyze, synthesize and compile information, supervise, instruct and influence others; work with precision, follow instructions, meet time requirements, memorization and problem solving skills, and use of independent judgment.

### Working Conditions

Work is performed in an office environment with moderate noise, lighting and temperature conditions, and no direct exposure to hazardous physical substances. Work includes use of computer equipment. Work may be performed alone, with others, around others, and with verbal and face-to-face contact. Work may include extended days.



### COMPENSATION AND BENEFITS

The salary range is \$61,068.80 to \$91,603.20. Starting pay is generally between the minimum (\$61,068.80) and the middle (\$76,336.00) of the range, with some flexibility, depending on experience.

TRPA's excellent employee benefits package includes the following:

- 27 days Paid Time Off (PTO) annually for sick and personal time away. Accruals increase with longevity.
- 13 paid holidays annually.
- Money Purchase Pension Plan – in lieu of Social Security, the Agency contributes a dollar amount equal to eight percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Supplemental Retirement Plan – the Agency contributes a dollar amount equal to seven percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Group Health Insurance: Medical, Dental, and Vision.
- A choice of four (4) medical plans, with 100% employer-paid premiums on select employee-only coverage plans and partial coverage for dependents.
- High Deductible Health Plan with a contribution by TRPA to the employee's HSA account.

- Employer Paid Life Insurance and Short-Term Disability.
- Long-Term Disability (Voluntary).
- 457(b) Deferred Compensation Retirement Plan (Voluntary).
- Medical and Dependent Care Flexible Spending Accounts (Voluntary).
- Dog-friendly employer.

### THE AGENCY

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation's first and oldest Bi-State regional environmental authority. TRPA is a one-of-a-kind organization, not purely federal, state, or local, but a unique hybrid organization. The Agency works at the intersection of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

### APPLICATION PROCESS

- **Applications due Friday, March 1<sup>st</sup>.**
- Please visit our website at <https://www.trpa.gov/contact/employment/> to read more about our Agency and to complete an employment application through our Career Center. Within the Career Center site, select the "Apply for Job" link. Please attach a resume of your qualifications, and cover letter describing your interest in the position in one document when you are completing the application.
- **RECRUITMENT COMMUNICATION:** Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position. This contact will be via email or phone only. Please make sure your email address and phone number are accurate.
- We do not accept walk-in or hand delivered application materials nor applicant calls regarding open, pending, or closed positions.

TRPA is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All employment is decided on the basis of qualifications, merit, and business need.