**Class Summary**

The responsibilities of this classification include overseeing the development and implementation of the environmental review process for Transit plans and projects to ensure that Transit programs, facility plans, and capital projects are planned, designed, and implemented in compliance with federal, state, and local environmental laws, regulations, policies, and guidelines.

**Distinguishing Characteristics**

This is the third in a three-level series. Incumbents within this classification are the management-recognized expert and are responsible for highly complex, highly visible, and politically sensitive projects and enterprise-wide programs. This classification is distinguished from the Water Quality Planner/Project Manager and the Environmental Scientist classification series in that this classification is responsible for performing Transit-specific environmental planning duties. It is distinguished from the Real Estate, Land Use, and Environmental Planning Supervisor in that it is responsible for supervising the work of assigned staff and providing overall policy direction for environmental planning services.

**Examples of Duties**

*Incumbents in this classification may be responsible for performing the duties within the Transit Environmental Planner II and the following:*

1. Act as the environmental technical lead on multiple projects of varying size and complexity, including high-risk projects to obtain Federal Transit Agency (FTA), Department of Archaeology and Historic Preservation (DAHP), and other department concurrence for Transit capital projects.
2. Establish environmental schedules, goals, policies, work plan, and deadlines. Manage or oversee environmental internal or consultant studies and documentation. Ensure environmental permits and approvals are obtained and meet schedules for project design and construction. Administer Transit’s lead agency role under the State Environmental Policy Act (SEPA). Make threshold determinations for Transit capital projects or programs to ensure compliance with state laws and administrative rules.
3. Develop methodology, perform environmental field studies, identify results, and assess potential impacts on the natural and built environment by Transit operations, construction, or other Transit activities. Maintain data on previous and new studies, identify issues and concerns, and resolve contradictory data sources. Review and verify environmental information submitted by consultants.
4. Provide expert-level environmental consultation to engineering, operational, and planning functions, identifying and implementing solutions to problems related to disciplines such as hazardous materials management and response, noise impacts, and air quality impacts.
5. Review other agency projects, policies, or programs for impacts on division or department operations and functions. Coordinate division, department, and county-wide comments and draft agency response letters for management signature. Coordinate inter-agency review processes and draft inter-local and other agreements.
6. Negotiate the environmental review process and mitigation measures for complex and high-risk agency projects with other departments and jurisdictions.
7. Represent the section or division on inter-agency or inter-jurisdictional projects and meetings regarding environmental issues and impacts.
8. Assist with developing strategies to facilitate public involvement in the environmental review and planning process. Make presentations to citizen groups and/or agencies or jurisdictions on environmental projects, processes, and outcomes. Respond to requests for information by governmental planning and regulatory agencies. Prepare summaries of complex technical information and findings for non-technical audiences.
9. Work with staff to develop and implement policies and procedures for environmental review and compliance. Make recommendations to management on budgetary, staffing, and other internal agency needs
10. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of federal, state, and local environmental laws and regulations, including the Washington State Environmental Policy Act (SEPA), and the National Environmental Policy Act (NEPA)

Advanced knowledge of regulatory performance standards and measures (including field equipment) used to determine environmental impacts and conditions associated with transit facilities or operations, particularly air and water quality, noise levels, and traffic congestion

Advanced knowledge of analytical methodologies, current FTA guidance on NEPA, environmental assessment guidelines, and GIS-based programs

Knowledge of cultural resource protection laws and the Model Toxics Control Act (MTCA)

Knowledge of project management practices

Knowledge of local government budgeting, procurement, and local environmental procedures

Knowledge of technical, engineering, and/or scientific disciplines related to public facilities and infrastructure

Knowledge of government contracting and federal grantee responsibilities

Skill in leading and/or providing direction to staff

Skill in evaluating technical concepts and making recommendations

Skill in conflict resolution

Ability to motivate others to initiate and/or take action

Ability to perform research and data analysis

Ability to think conceptually, observe and evaluate trends, and to analyze and draw logical conclusions

Ability to effectively communicate both verbally and in writing

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Bachelor’s degree in related field and progressive experience or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Valid Washington State driver’s license

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Transportation Environmental Planner I  Transportation Environmental Planner II  Transportation Environmental Planner III |
| **Class History** | 04/2018 - Created |