Salary Range: **$6,054 - $7,376** monthly base salary. Initial placement within the salary range based on level of prior education, experience and training.

Retirement: 2% at 55 years of age with the Public Employees' Retirement System (PERS) at single highest earning year, coordinated with Social Security and Medicare; and .5 @ 55 with the Public Agency Retirement System (PARS) for eligible employees.

Life Insurance: $50,000 term life policy provided by City; employee may purchase additional self and dependent coverage at group rates.

Longevity Pay: 5% above base salary upon completion of 20 years of service with the City.

Medical Insurance: $923/month for employee and dependents' medical insurance under the Public Employees Retirement System Health Care Program (including mental health coverage under Managed Health Network), deferred compensation or additional salary.

Optical/Dental: City pays up to $152.80 for employee and all eligible dependents.

Flex Plan: Allows for payment of employee paid insurance, medical treatment, and dependent care expenses with pre-tax dollars.

Sick Leave: 8 hours accrued each month, plus partial payment for accrual over 600 hours and percentage of unused leave paid upon retirement or separation.

Vacation Leave: 96 hrs/year 1-5 yrs service; 120 hrs/year 6-10 yrs service; 144 hrs/yr 11-15 yrs service; 176 hrs/year 16+ yrs service. Available for use after six months of service. Annual "cash conversion" option.

Paid Holidays: 12 fixed paid holidays and one floating holiday per year.

Tuition Reimbursement: Up to $1,250/yr each calendar year for tuition and books for work related college course work..

Bilingual Pay: 2.5% of Base Salary for demonstrated conversational and written fluency in a language approved by Department Head.

Work Schedule: The City currently operates on a 9/80 work schedule, closed on alternating Fridays.

Other Benefits: Voluntary participation in Credit Union, Deferred Compensation Programs, PERS Home Loan Program, direct payroll deposit, and up to $4,000 interest-free loan to purchase personal computer equipment; voluntary Catastrophic Leave and mandatory Employee Assistance Program participation.

Provisions of this bulletin do not constitute nor guarantee an expressed or implied contract for employment, and it may be revoked or modified without notice.

City of El Segundo
Human Resources Department
350 Main Street
El Segundo, CA 90245

THE CITY OF EL SEGUNDO

invites applications for

PRINCIPAL ENVIRONMENTAL SPECIALIST

$6,054 - $7,376

monthly base salary

Open-Competitive Testing Process

Final Filing Date:
Jan. 15, 2009 - 5:30 p.m.

www.elsegundo.org

The City of El Segundo is an Equal Opportunity Employer.

EL SEGUNDO

El Segundo is a key employment center for high technology industry and headquarters for many companies; DirecTV, DaVita, Mattel Toys, Boeing, Raytheon, Northrop-Grumman, Los Angeles Air Force Base, The Aerospace Corporation, Wyle Labs, and the Chevron El Segundo Refinery. An increasingly diversified revenue base supports excellent public services delivered with pride. Located in southwest Los Angeles County, it is adjacent to the Pacific Ocean and borders Los Angeles International Airport. Major thoroughfares into the City are the 105 Century/Glenn Anderson and 405 San Diego Freeways. It is a full-service, general law city with Council-Manager form of government. This involves five elected Council Members and a professional City Manager. Its daytime population exceeds 85,000 and its resident population is approximately 17,000. The City has about 310 employees and a 2008-09 fiscal year total budget of approximately $109.8 million.

POSITION

Under general supervision, oversees environmental or fire prevention activities and reviews proposed construction/equipment projects for compliance with environmental statutes and regulations and fire codes, investigates hazardous materials incidents and fires for origin and cause determinations, and refers criminal activities for legal action.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Characteristic Duties and Responsibilities:

Oversees and performs new construction/equipment plan reviews and indicates necessary corrections for above ground storage tanks, underground storage tanks, stormwater systems, hazardous materials risk management programs, and hazardous materials facilities; evaluating fire protection/life safety systems, coordinates plan check activities with City functions and outside agencies; attends meetings and performs liaison role for fire/life safety, water supply issues and environmental issues; ensures plans meet the requirements of related federal, state, and local fire protection, life safety and environmental codes, regulations and restrictions.

Reviews proposed projects with and provides technical assistance to developers, consultants, engineers, architects, contractors, City personnel and the public; interprets and explains requirements and restrictions relative to environmental and fire/life safety codes, ordinances, regulations, statutes, and procedures; develops alternative methods to comply with requirements and restrictions. Oversees inspection program and inspects businesses for above ground storage tank provisions, underground storage tank provisions, industrial waste provisions, stormwater regulations, and general compliance with environmental regulations and statutes, fire hazards, proper operation of suppression devices, adequacy of fire escapes and exits, and general compliance with fire codes; coordinates and schedules training drills between local facilities and the Fire Department.

Responds to hazardous materials incidents and fires to conduct cause and origin investigations and arson investigations; reports possible criminal activity to District Attorney and assists in prosecutions.

Conducts research and writes comprehensive technical reports.

Knowledge, Skills and Other Characteristics:

Knowledge of related national, state and local laws, standards, ordinances, rules, regulations, policies and procedures.
Knowledge of International Fire and Building Codes, and National and State Fire Codes.
Knowledge of state environmental laws and regulations, local ordinances and standards.
Knowledge of fire engineering principles, and the systems and equipment used in fire detection/suppression.
Knowledge of fire prevention and inspection methods.
Knowledge of environmental inspection methods.
Knowledge of fire and life safety systems.
Knowledge of general building, electrical, plumbing and construction methods and materials.
Knowledge of investigative methods and practices.

Skill reading and interpreting plans, blueprints and specifications.
Skill interpreting and applying related laws, ordinances, rules, regulations, policies and procedures.
Skill conducting field investigations.
Skill communicating orally and in writing.
Skill conducting research and writing comprehensive technical reports.
Skill in establishing and maintaining effective working relationships with other Fire Department staff, other City employees and the public.

Working Conditions:

May require use of respirator during an emergency response; may come in contact with hazardous substances including smoke and toxic gases. May be required to climb ladders or perform off-hours inspections and plan checks.
Occasionally required to lift and/or carry up to 50 pounds.

Licensing/Certification Requirements:

A valid California Driver's License at a level appropriate to the vehicles operated.
Must obtain International Code Council "California UST Inspector" Certification within six (6) months of the date of hire.

Minimum Qualifications:

Bachelor's Degree in Environmental Science, Fire Protection Engineering, Architecture, or a related field, and three (3) years increasingly responsible experience in fire code, environmental compliance and fire prevention/inspection; or an equivalent combination of education and experience.

APPLICATION and SELECTION

Applicants must submit a City employment application form by 5:30 p.m. on Jan. 15, 2009, to the Human Resources Department, 350 Main St., El Segundo, CA 90245. Please note: applications submitted via e-mail or facsimile will not be accepted. Applications may be obtained by calling the City 24-Hour Job Hotline at (310) 524-2378, or by downloading from our website at www.elsegundo.org. *Resumes are encouraged, but will not be accepted in lieu of required City employment application.*

All properly submitted applications will be reviewed. The testing process will consist of a written examination (pass/fail) and a structured, technical, and career-preparation oral interview (weighted 100%). Passing candidates are placed on an eligibility list which is normally valid for one year. The list may be extended to fill subsequent vacancies. A loyalty oath is also required. All employment offers are **conditional,** pending results of a city-paid, comprehensive pre-employment medical exam, reference checks and being fingerprinted.

EMPLOYEES ARE REQUIRED TO SUCCESSFULLY COMPLETE A ONE YEAR PROBATIONARY PERIOD IN ORDER TO OBTAIN PERMANENT STATUS AS A PRINCIPAL ENVIRONMENTAL SPECIALIST.

For further job information contact:

City of El Segundo, Human Resources Department
350 Main Street, El Segundo, California 90245
(310) 524-2336
CITY 24-HOUR JOB LINE (310) 524-2378

In compliance with the Immigration Reform and Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

The Human Resources Department will attempt to provide special testing arrangements for persons with legally recognized disabilities. If you feel you have a need for special testing arrangements you must notify the department at the time you submit your employment application.

Posted 11/13/08
Re-posted: 12/15/08