



Senior Energy & Environmental Analyst

Class Code:
1016

Bargaining Unit: Not Applicable

CITY AND COUNTY OF BROOMFIELD
Established Date: Sep 24, 2020
Revision Date: Nov 4, 2020

SALARY RANGE

\$30.95 - \$43.25 Hourly

DESCRIPTION:

An essential responsibility of this position consists of professional and technical work in the interpretation, enforcement and development of the City and County (City) oil and gas regulations. The incumbent will provide written comment on statutory initiatives and regulatory development associated with oil and gas facilities and operations that potentially affect the City. The incumbent exemplifies the characteristics of a collaborative, innovative and resilient work culture and along with the leadership team, models the appropriate behavior to create and maintain a resilient work culture within the department.

The incumbent provides holistic services to the public by seeking ways to develop, implement, or integrate programs or services provided by other departments, divisions and agencies. The incumbent works in partnership with other employees, departments/divisions, agencies, regional partners and the public in delivering effective and innovative services and communications.

ESSENTIAL REQUIRED TASKS/EXAMPLES OF DUTIES:

(Persons hired in this position must be able to perform all the essential tasks required by the position. The following statements are illustrative of the essential functions of the job and do not include other non-essential or peripheral duties that may be required. The City and County of Broomfield retains the right to modify or change the duties or essential tasks and additional functions of the job at any time. Examples of duties are not intended to be all-inclusive or restrictive.)

The incumbent maintains confidentiality of information consistent with applicable federal, state and county rules and regulations.

General Duties:

The duties and services provided by the incumbent support the City's strategic outcomes of providing a safe community and enhancing environmental stewardship. The incumbent will represent Broomfield in regional discussions on air quality, water quality, transportation and other environmental issues and regulations. The incumbent should have excellent research, writing, and presentation skills.

A primary responsibility of this position will be to steward Broomfield's oil and gas inspection, oversight, and monitoring programs including air quality, noise, soil gas, and site inspections. This is accomplished by using independent judgement to review, interpret and analyze oil and gas operators' compliance data, including applications, permits, leak detection, air quality, water and soil testing data. In addition, the incumbent provides recommendations related to the promulgation of legislative and regulatory requirements by independently reviewing and providing comment, interpreting potential impact(s) to the City, determining compliance strategies and required documentation, and in some cases, writing regulatory language. The legislative and regulatory process may also require the incumbent to provide expert testimony at rulemaking or other hearings.

The incumbent provides oil and gas related investigations, communication and correspondence as a subject matter expert to the public, City management, and the City Council. The incumbent regularly attends meetings to represent Strategic Initiatives with City management, City Council, Colorado Oil and Gas Conservation Commission (COGCC), Colorado Department of Public Health and Environment (CDPHE), consultants, and oil and gas operators.

The incumbent coordinates within City departments the review of oil and gas well applications, plans, state and local permits, MOUs, use by special reviews, and variance requests and provides recommendations to the Local Government Designee (LGD).

The incumbent conducts research of topics of interest, concern, or to identify best management practices, better understand oil and gas related processes, facilities, and equipment, and communicates information to the requesting entity, including City management, City Council, Strategic Initiatives, Public Health, and/or the public.

The incumbent organizes and conducts routine field inspections and/or follow-up inspections in response to complaints of oil and gas well sites to determine compliance with State and City regulations. Works to rectify any non-compliance issues identified with the operator and makes corrective action and enforcement recommendations to the LGD. When appropriate, the incumbent reports compliance issues to State agencies such as the COGCC and the CDPHE.

Administrative Duties:

The incumbent is responsible for effectively managing his or her workload to achieve departmental goals. The incumbent assures that responsibilities are performed in compliance with federal and state regulations, Broomfield policies and procedures, and the Broomfield Municipal Code. The incumbent may confer with employees, supervisory, and administrative personnel regarding departmental policies and procedures. The incumbent contributes to the preparation and review of operational systems and departmental policies and procedures as necessary to maintain the effectiveness of the oil and gas program. The incumbent advises applicable administrators or departments of potential problems or concerns. The incumbent compiles, interprets, and prepares data for studies, reports and recommendations; coordinates departmental activities with other departments and agencies as needed; and participates in training to gain and/or maintain familiarity with federal, state, and local oil and gas regulations.

The incumbent recommends and implements modifications to systems, policies and procedures. The incumbent conducts studies, analyses, and research on a wide variety of topics; maintains and modifies a database to track and report field inspection data related to

site construction, drilling, completions, production, reclamation, and remediation; and researches and analyzes legal requirements impacting departmental programs and services. The incumbent develops and maintains operational records and generates required reports and/or other documentation. The incumbent evaluates service costs and makes related recommendations and identifies and recommends changes or improvements in departmental operations to ensure assigned functions are efficient and cost effective.

Budget/Resource Management:

The incumbent participates in the preparation of the department's annual budget, assures that responsibilities are performed within budget, and performs cost control activities such as monitoring expenditures to assure sound fiscal control. The incumbent is responsible for partnering with other staff members in planning, developing, and implementing the overall vision, mission, programs, processes, and projects of the department. The incumbent works with the team to avoid duplication of service and to ensure that customer expectations are recognized and resolved thereby maximizing customer satisfaction. The incumbent assists in the development of short- and long-range goals including annual efforts to advance the City and County's mission, goals, and objectives. The incumbent monitors the progress of projects so the goals may be obtained within the established timeframe. The incumbent prepares information needed for purchase orders and to process invoices.

Public Relations/Communication:

The incumbent meets and confers with the public to explain departmental plans, programs, functions, policies, and procedures. The incumbent assists departmental staff in preparing and coordinating reports as required and answers inquiries/complaints initiated by staff and/or the public. The incumbent attends meetings, workshops, and conventions as necessary for the maintenance of effective services and certifications. The incumbent responds to requests for information and advises City and County departments on assigned programs. The incumbent serves as a liaison with other departments and regulatory agencies, provides verbal and written information to departments; and maintains the accuracy of any program materials posted on the Intranet/Internet.

Miscellaneous Duties:

He/she operates a personal computer including associated software programs. He/she operates a motor vehicle in traveling to and from work sites. He/she ensures that facilities and equipment are maintained properly and coordinate maintenance and repair functions. Operates an infrared camera to detect leaks at oil and gas sites. Operates a noise meter to measure sound in neighborhoods around oil and gas sites. He/she takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. He/she uses all required safety equipment. Responsible for the safety of self, others, assets, equipment and facilities; responsible for knowing and complying with all City and County of Broomfield and department policies; adheres to attendance and workplace attire policies. He/she performs related duties as required.

MINIMUM QUALIFICATIONS:

Training – Bachelor's degree from an accredited college or university in Environmental Science, Planning, Geology, Geography, Civil Engineering, or a related field. OSHA 40-Hour HAZWOPER certification preferred and required within six months of hire. Certification in Opacity and Odor observation readings required within one year of hire.

Experience - Three years of professional experience in the oil and gas industry including drilling, workovers, and completions or experience in environmental health in one or more of the following areas: inspections specifically with retail food establishments, water recreation, air quality, individual sewage disposal systems, land use reviews, non-community water systems and ambulance licensing.

OR

Any equivalent combination of training and experience that provides evidence that the applicant possesses the Necessary Applicant Traits.

NECESSARY SPECIAL REQUIREMENTS: - Must be at least 18 years of age. New hires must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: oral board, reference checks, background checks including local police check and sex-offender registry, driving record check, and fingerprint checks through CBI/FBI.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The noise level in the environment is usually low to moderate. Work is generally scheduled Monday through Friday, however some night and weekend work may be required. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk or hear. Field work could include exposure to the following environmental factors: working outdoors in all weather conditions, wet, humid conditions, work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, and risk of electrical shock. Worker must wear a hard hat and other safety equipment at construction sites. Physical aspects of inspection work include climbing, stooping, crawling, and a considerable amount of walking. Physical demands are described as light (exert up to 20 lbs. of force occasionally and/or up-to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects). Involves sitting, walking or standing to complete work objectives both in the office and in the field. Data entry and other tasks may require sitting at a computer for several hours. Specific vision abilities required by this job include close vision, distance vision, depth perception, ability to adjust focus, color vision, and peripheral vision. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

NECESSARY APPLICANT TRAITS:

Knowledge – Considerable knowledge of relevant federal, state and local regulations related to oil and gas site construction, drilling, completions, production, reclamation, and remediation. Considerable knowledge of the environmental impacts of hydrocarbons on air, soil, and water. Broad knowledge of oil and gas drilling operations and best management practices related to all aspects of oil and gas exploration and development. Broad experience

with land use plan reviews, analysis of development applications for compliance with development standards, compatibility with surrounding land uses, and land use mitigation methods.

Skills - Skill in understanding and responding to customer needs. Skill in the operation of a motor vehicle. Skill in the operation and use of personal protective equipment (PPE), infrared camera in the detection of emissions, personal computer, tablet, calculator, copier, facsimile machine, printer, and audio/visual equipment. Skill in the use of word processing, spreadsheet and presentation software such as Microsoft Office or Google. Skill in communicating complex and technical information both verbally and in writing for diverse audiences.

Abilities - Ability to handle confidential information and sensitive public relations issues; work from broad direction with limited supervision; exercise considerable initiative and sound judgment; read, understand, convey, and enforce applicable codes and regulations with firmness, tact, and impartiality; able to understand, interpret and apply statutes and regulations pertaining to related assigned program areas; prepare reports and statistics; work well with culturally diverse people; establish and maintain effective working relationships with personnel from other departments, agency officials, employees, the public, and personnel from other organizations; work well with varied and demanding people; communicate clearly in English, verbally and in writing; organize activities in order to complete tasks in accordance with priorities, address multiple demands, or meet deadlines and to maximize efficiency; focus attention on tasks, which may be complex, routine, or repetitive, without losing concentration or becoming distracted by external activities; adapt to interruptions, equipment failures, unusual demands, or changing priorities; read, understand, and apply technical manuals, complex analytical methods, and research; and employ and enforce safety practices and procedures; and understand and follow written and oral instructions and procedures.

PERFORMANCE INDICATORS:

The incumbent performs duties within the organizational structure of the Department/Division, following appropriate procedures and policies. The incumbent is expected to adhere to the mission statement and guiding values and will be evaluated on his/her activities to meet objectives as specified in the performance evaluation form and through written/verbal instructions. Employees are evaluated using a common set of attributes - Business Acumen, Self-mastery, Interpersonal Mastery, Organizational Stewardship, and Management Abilities. These attributes may be broken down further to include:

Adherence to the Mission Statement and Guiding Values

Job Knowledge/Technical Expertise

Quantity and Quality of Work

Leadership Factors

Team leadership

Coach others

Interpersonal Factors

- Build relationships
- Display organizational savvy
- Manage disagreements
- Team membership

Self-management Factor

- Act with integrity
- Demonstrate adaptability
- Develop oneself

Thinking Factors

- Analyze and solve problems
- Make sound decisions
- Innovate

Motivation Factors

- Demonstrate drive and commitment

Communication Factor

- Speak effectively
- Listen to others
- Prepare written communications

Administrative Factor

- Establish plans
- Work efficiently
- Manage execution

Organizational Knowledge

- Use technical/functional expertise
- Know the business

Organizational Strategy

- Commit to quality
- Focus on customer needs

A review of the incumbent's performance on the above performance indicators will be conducted on a periodic basis as determined by the supervisor. The supervisor evaluates the worker's administration of policies and procedures through daily observations, spot checks, written reports, feedback from other staff members and the public, and communication with the incumbent.

WORKING RELATIONSHIPS:

INDEPENDENCE OF ACTION: Works under the general direction of the Strategic Initiatives Director. Meets with the supervisor to establish overall goals and objectives. Exercises independence of judgment in meeting assigned objectives and implementing department/division operations, services, and programs. The supervisor is kept informed of progress and potentially controversial matters and areas of far-reaching implications. Completed work is reviewed from an overall standpoint of meeting department/division goals and in providing acceptable service levels to the City.

PERSONNEL MANAGEMENT RESPONSIBILITY: The incumbent does not typically supervise other employees but may provide direction, coaching, and guidance to less tenured/experienced employees.

WORKING RELATIONSHIPS: The incumbent's primary contacts are with divisional/departmental co-workers, the public, contractors, other departmental workers in giving and receiving factual information or providing assistance in following procedures to obtain service. Regular contact occurs with the public in screening sensitive calls and in responding to inquiries requiring interpretation of departmental policies, procedures and codes. There is frequent contact with personnel in other jurisdictions and regulatory agencies.