

**POSITION DESCRIPTION**

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: NEW VACANT	2. Employee's Present Class Title/Code: Environmental Specialist/7310-3	3. Present Salary or Wage Rate: 120,582.00
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4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared 09/04/19
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5. Location of office or place of work: 200 N Spring St #358 Los Angeles, CA 90012	6. Name of Department Board of Public Works Division Office of Petroleum Section Safety & Compliance
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Francisco Berberabe Title Sr. Environmental Engineer
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8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
50%	<ul style="list-style-type: none"> <li>Develop and manage a comprehensive oil well inspection protocol, facility checklist, well checklist, and public health screening checklist to perform the site inspections and to document the infrastructure and compliance of the oil and gas facilities in the City;</li> <li>Perform physical site visits to each oil well, injection well, observation well, gas well, and associated production facilities across the city each year;</li> <li>Maintain digital records of internal and external permits, violations, equipment, emissions, production, plot plans, and other public records;</li> <li>Perform annual inspection audits of production facilities to ensure that equipment, practices, and procedures are in accordance with the regulations, orders and any applicable approval documents;</li> <li>Conduct annual compliance inspections of existing producing wells, idled wells, abandoned wells, plugged wells, or service wells during workover operations.</li> <li>Meet with operators to verify that equipment, best practices, and procedures are in accordance with the approved documents and permits;</li> <li>Coordinate the oversight of the environmental remediation or removal of former oil drilling sites as they are abandoned and re-purposed for alternate uses;</li> <li>Coordinate permitting and annual inspections with other city departments without duplication of duties or regulatory requirements;</li> </ul>
40%	<ul style="list-style-type: none"> <li>Supervise work of Environmental Specialist IIs in OPNGAS</li> </ul>
10%	<ul style="list-style-type: none"> <li>Participate in annual regulatory workshops for operators, annual emergency planning workshops for residents, and annual community safety plan reviews with all stakeholders;</li> <li>Participate in frequent internal meetings with relevant City departments to review work schedules, deadlines, current issues, and review past inspections; and</li> <li>Coordinate with internal and external regulatory agencies for all oil wells and associated facilities within the boundaries of the City of Los Angeles;</li> </ul> <p>Other duties as may be assigned.</p>

9. How long have the duties been substantially as described above? new position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.  
personal computer, scanner/copier, standard office equipment and automobile. Incumbent may be assigned to travel to oil well sites and be exposed to production machinery in order to perform on-site investigations

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). up to 50%

12. Indicate the number of employees supervised by class titles.  
Environmental Specialist II and Administrative Clerk

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature  Date 6/15/19 Phone No. (213) 978-0257

**ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR**

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

n/a

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Supervisor will assign and review projects. Incumbent will work independently and collaboratively as a member of a team on assigned projects with occasional input.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

as per bulletin

(b) Experience (type and length; list appropriate city classes, if any).

as per bulletin

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: X Lift X Push X Pull

Average weight 5 Heaviest weight 25

Climbing (stairs, ladders, poles)

How far 1 FL

Face severe work conditions

Outdoors X on/near water \_\_\_\_\_

Other/explain may be outdoors at oil production

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

Legs, for walking/standing

Hands and fingers

Back, for strenuous labor

Other/explain \_\_\_\_\_

Hours per week

10

40

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

none

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Will be responsible for informing industry, public and co-agencies of OPNGAS policies and enforcement of same.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

n/a

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

none other than 10 above

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? no ; amount of bond \$ \_\_\_\_\_

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Contacts with public and representatives of various city and state agencies and working groups. Attending and presenting at meetings and meeting with interest holders

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Will review reports and compliance records, diagrams, test results, maps, computer records from City, other agencies & operators and prepare reports of findings/recommendations.

Signature of the immediate supervisor \_\_\_\_\_

*[Handwritten Signature]*

Date

11/15/19

Class Title Sr Enviromental Engineer

Phone No.

(213) 978-0257

Signature of department head \_\_\_\_\_

*[Handwritten Signature]*

Date