

DEPARTMENT: PUBLIC WORKS
CLASSIFICATION: COMPETITIVE
APPROVED: APRIL 30, 2026

ENVIRONMENTAL ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Environmental Science Coordinator with planning and managing environmental and solid waste management programs and landfill post closure care at the County level. This position focuses on collecting and analyzing diverse data and technical reports using a structured scientific approach; reviewing and interpreting environmental policy; assessing economic and environmental impacts from active and proposed policy; and preparing resources to educate and engage the community. The incumbent will assist with the development, implementation, and evaluation of climate/emission reduction strategies developed in conjunction with updates to local, state, and national policy. The incumbent also provides assistance with various tasks including those related to monitoring at the Refuse Disposal District. Work is performed under the supervision of the Environmental Science Coordinator with leeway allowed for the exercise of independent judgment in accordance with policies, procedures, rules, and laws. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Conceives of, designs, performs, and documents a broad range of analyses and research consistent with functions managed by the Niagara County Department of Public Works Division of Environment and Solid Waste Management (Division);
2. Assists with planning, developing, and implementing county-wide climate, solid waste/recycling, and post closure landfill monitoring;
3. Maintains databases related to climate, solid waste/recycling, and post closure landfill monitoring;
4. Correlates diverse data sources, evaluates new technologies, systems, policies, and market forces related to functions managed by the Division. Briefs officials on findings and conclusions of studies and on relationships of conclusions to existing and proposed policies and policy options;
5. Obtains, compiles, organizes, analyzes, and monitors existing and proposed federal and state environmental policy and ;
6. Collects, compiles and analyzes relevant datasets and assists with preparation of annual reports and compliance reporting;
7. Performs assigned, well-defined, moderate-sized projects or assigned portions of more complex projects (in-house and by contract);
8. Generates ideas for new programs, policies, studies and approaches in assigned subject areas;
9. Identifies, reviews, obtains and monitors grant related funding opportunities within the Division or for local governments/residents of County;
10. Enters, retrieves, compiles, and maintains information for the Division;
11. Assists professional staff with updating and managing databases relevant to climate, solid waste/recycling, and landfill post closure monitoring;
12. Assists with analysis and evaluation methods, procedures, goals and objectives, preparation of reports, compliance reporting, data compilation, and support materials;
13. Manages historical maps, operating records, permit information, design reports, hydrogeological records and quarterly monitoring data and inputs operating logs and monthly operations, maintenance, and management statistics into electronic database;
14. Assists with routine, low-risk environmental assessments, inspection and investigations;
15. Assists with content management and updates to Division website and outreach efforts specific to coordinated events.

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ENVIRONMENTAL ANALYST CONTINUED

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the purposes, principles, terminology, and practices related to environmental science and policy and environmental engineering practices; working knowledge of current methods for collecting, analyzing and interpreting statistical data; working knowledge of legislation, current problems, and professional literature in the field; working knowledge of management skills associated with program development, implementation, and evaluation; working knowledge of State and Federal environmental and climate regulations; ability to identify, evaluate, propose, develop, and implement strategies, policies, programs, and alternatives within the scope of the position; skill in the use of modern software applications including word processing, spreadsheets, databases, and web-development; ability to use modern software applications and related information technology equipment at an acceptable rate of speed and accuracy; ability to work effectively and independently within the scope of the position; ability to accurately correlate information and evaluate effects on human population, natural resources and ecological relationships; ability to translate complex technical information into clear, public-facing content for diverse audiences; ability to learn/adapt web based content management programs and create content for distribution; ability to conduct field inspections as necessary; ability to exercise sound professional judgement; ability to address an audience and present information; ability to establish and maintain effective working relationships; initiative and resourcefulness; integrity; tact and courtesy; professional demeanor and appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following:

1. Graduation with a Master's Degree in Environmental Engineering, Environmental Science, Natural Resources Environmental Technology, Environmental Planning, Environmental Management, Environmental Studies, Civil Engineering or a closely related field; **OR**
2. Graduation with a Bachelor's Degree in Environmental Engineering, Environmental Science, Natural Resources Environmental Technology, Environmental Planning, Environmental Management, Environmental Studies, Civil Engineering or a closely related field **AND** two (2) years of progressively responsible full-time paid environmental management experience involving a combination of the following: climate, environmental, public education and outreach, statistical analysis, program development, and/or regulation compliance activities; **OR**
3. Graduation with an Associate's Degree in Environmental Engineering, Environmental Science, Natural Resources, Environmental Technology, Environmental Planning, Environmental Management, Environmental Studies, Civil Engineering or a closely related field, and four (4) years of experience as outlined in (2) above; **OR**
4. An equivalent combination of training and experience as per the limits defined above.

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's License is required at the time of the appointment and throughout the duration of employment.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.