

Job Description

Job Title: Environmental Assistant
Job ID: 341038
Location: Environment Department

Brief Job Description (essential functions of the job):

Under the supervision of the Executive Director of the Air Pollution Control Commission (APCC), the Environmental Assistant is responsible for providing staff support for the Air Pollution Control Commission in regulating air quality, noise, and parking supply and addressing climate change and sustainability issues in Boston.

The Environmental Assistant will review applications, issue permits, and conduct enforcement actions to ensure compliance with Boston's air, noise, and parking freeze regulations. The Environmental Assistant will conduct research, update greenhouse gas inventories, manage projects, administer grant programs, assist residents, businesses, and institutions, and collaborate with other municipal departments and agencies, and will perform related duties as necessary to further Boston's climate and sustainability goals. Performs related duties as required.

Minimum Entrance Requirements:

Applicants must have at least two (2) years of professional experience in environmental issues or management with demonstrated knowledge and familiarity with environmental regulations, Clean Air Act preferred. BA/BS required. Ability to exercise good judgment and focus on detail as required by the job.

Substitutions: Law degree, master's in public administration, environmental management or related field may be substituted for experience.

Boston Residency Required

Terms:

Union/Salary Plan/Grade: Nonunion/MO-6

Hours per week: 35

Please refer to the Salary Information section on the Boston Career Center site for more information on compensation. For each Salary Plan, salaries are listed by Grade and Step.