

The University of Texas at San Antonio

Job Description

Job Title: Senior Environmental/Real Estate Planner
Code: 15092
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Planning and Development/Facilities Services
Reports To: Assistant Vice President, Planning & Development/University Architect

Summary

- Function: Responsible for developing, coordinating and maintaining UTSA campus environmental plans.
- Scope: Provides environmental and utility infrastructure site analysis for campus and project planning efforts. Creates and maintains GIS data for environmental and utility infrastructure. Submits regulatory documents for Water Pollution Abatement (WPAP) plan. Coordinates underground and above ground storage tank (UST/AST) regulatory compliance.

Duties

- Typical:
 1. Maintains Campus Environmental Plan and Stormwater Management Plan.
 2. Serves as the primary UTSA contact with the Texas Commission on Environmental Quality. Provides all required regulatory information relating to WPAP, Sewer Collection System and UST/AST.
 3. Maintains and tracks records of WPAP submittals to the Texas Commission on Environmental Quality and prepares Deed Record Affidavit submittals.
 4. Updates the environmental record drawing indicating filter basins, vegetated filter strips and available credits.
 5. Maintains and track credits in basin areas.
 6. Updates the Stormwater Management Plan annually.
 7. Identifies relevant environmental features including topographical features, Karst features, stream beds, flood plains, vegetated filter strips, and filter basins. Knows endangered species habitats.
 8. Identifies known cultural resources.
 9. Identifies available utility infrastructure including water, sanitary sewer, electric, IT and gas noting sizes and locations.
 10. Provides recommendations regarding actions relative to project environmental requirements regarding storm water, subsurface conditions and habitat protection.
 11. Uses GIS Web Services to communicate chronological environmental compliance on

- vegetative filter strips, sewer installation and basins.
12. Communicates environmental concerns for a variety of work processes at UTSA such as location of staging areas, location of existing sewer, pre- planning project budgeting , location of VFS, which areas should be managed by Grounds, as well as invert and elevation data on sewers.
 13. Acts as Facilities' Coordinator for requests from outside entities to use UTSA land property.
 14. Acts as Point of Contact for questions and comments related to land development projects.
 15. Coordinates Land Easement and Right to Enter negotiations
 16. Coordinates Land Contract Descriptions.
 17. Coordinates Facilitates surveys of property boundaries.
 18. Coordinates Contracts for RFQ or Proposal related to Real Estate.
 19. **Performs other duties as assigned.**
 - Periodic:
 1. May serve as a back-up for Director (attending meetings, conferences).
 2. As assigned by Director of Facilities Planning and Development, performs duties in support of the mission of the department.

Education

Required	Preferred
Bachelor’s degree	Master's degree

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Five years of environmental planning experience. Knowledge of all aspects of environmental and utility standards ensuring UTSA Facilities adheres to TCEQ standards.	Seven or more years of experience to include higher education.
Additional education can substitute for experience at the department’s discretion.	

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual shop/office environment.	Occasional exposure to outdoor elements as well as dust, dirt and noise.

Supervision

Received	Given
General from designated management.	N/A

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
