

Senior Environmental Compliance Specialist Job Description

This full-time position is in the Erie County Department of Environment and Planning's office in Buffalo, NY. After an initial orientation period, one day per week may be worked from home, provided all conditions of the work from home agreement are met. Starting annual salary is \$70,314.

The main responsibilities of the position will manage two grant projects - a USDA Community Forestry Partnership Project and a USEPA GLRI Aquatic Habitat Enhancement Project in cooperation with Tifft Nature Preserve.

- Responsibilities regarding the Community Forestry Partnership Project include:
 - Contract management
 - Communicate with grant sub-awardees/contractors regarding invoicing/reporting
 - Maintain and update financial spreadsheets and reconcile discrepancies
 - Managerial requirements
 - Oversee development of a community forest plan, including management of consultants
 - Direct and oversee day-to-day project activities, including management of junior staff
 - Public Outreach
 - Conduct outreach to municipalities and public, including some evenings and weekends
 - Contribute to social media and website content
- Responsibilities with the USEPA GLRI Aquatic Habitat Grant include:
 - Coordinate with partner, Tifft Nature Preserve, to document and report progress
 - Inspect project progress, submit reports and invoices as required by USEPA

Minimum requirements

- Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Engineering or one of the natural sciences*, supplemented by four (4) years of environmental management experience, at least two (2) years of which are related to pollution prevention or environmental compliance technical experience; or:
- Completion of a minimum of sixty (60) semester credit hours of study at a regionally accredited or New York State registered two (2) or four (4) year college or university including a minimum of twelve (12) semester credit hours in natural science* and six (6) years of environmental management experience, at least two (2) years of which are related to pollution prevention or environmental compliance technical experience; or:
- An equivalent combination of training and experience as defined by the limits listed above
- NOTE 1: *NATURAL SCIENCE means the branches of science collectively which deal directly with natural objects, organic or inorganic, and the substance composing them and the phenomena exhibited by them. These may include biology in all its branches, mineralogy, geology, chemistry, physics, geography and other sciences, but not abstract mathematics, philosophy or metaphysics.
- NOTE 2: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

How to Apply

- Applications are due by close of business on Tuesday, November 3, 2026
- For details of how to apply visit this website [Senior Environmental Compliance Specialist | Job Details tab | Career Pages](#)