



June 2008

ENVIRONMENTAL PROGRAM COORDINATOR

DEFINITION

Under general supervision, plans, organizes, coordinates, and monitors environmental programs, including potable water quality, water conservation, stormwater and surface water quality, or solid waste management; ensures conformance with applicable Federal and State laws, codes, ordinances, specifications, and departmental regulations; fosters cooperative working relationships with various public and private agencies, organizations, and groups; provides specialized technical assistance to the appropriate supervisory personnel; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. May exercise technical and functional direction over volunteers or short assignments of other staff.

CLASS CHARACTERISTICS

This is a journey-level, specialized class in the environmental program coordinator series that independently performs a wide variety of environmental compliance duties, including field inspections, public outreach, and preparing and filing reports with the appropriate regulatory agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities of specific environmental programs. Successful performance of the work requires skill in coordinating programmatic activities and department work. This class is distinguished from the Senior Environmental Program Coordinator in that the latter is responsible for technical and functional direction over lower-level staff and is capable of performing the duties assigned to all programs.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

When assigned to the water quality program:

- Develops, analyzes, and implements water quality monitoring plans to ensure compliance with Federal, State, and local laws, codes, and regulations.
- Develops and writes Federal, State, and local mandatory water quality reports; analyzes and ensures accuracy of data; identifies potential water quality issues; recommends corrective actions.
- Collects and schedules collection of drinking water samples for analysis as required; tracks routing of samples to the test laboratory; analyzes laboratory results to identify abnormalities.
- Analyzes the effect of new laws or changes in regulations on water quality programs and recommends policies and procedures for implementation.

When assigned to the water conservation program:

- Develops, monitors, coordinates, and implements water conservation programs specific to the needs of the water service area.
- Develops and writes annual water conservation reports, including reviewing water consumption data collected and submitted, analyzing results, and preparing reports and notices for the City and regulatory agencies.

When assigned to the solid waste program:

- Coordinates recycling and solid waste program for the City; collects data on the needs of the City and develops plans of action.
- Develops, organizes, and participates in special events, such as solid waste and recycling events.
- Works with solid waste franchise haulers to address and resolve customer complaints.

When assigned to the stormwater and surface water quality program:

- Participates in the development of capital improvement projects to implement the Healthy Streams Plan, including conducting field studies and developing preliminary cost estimates.
- Coordinates with the Engineering Division on implementing a variety of projects, including completing the environmental design review process, securing permits, and selecting consultants.
- Review of plans and specifications for a variety of new development construction projects, including water quality, sewer, and storm systems; performs walk-through with developers; recommends design changes; ensures compliance with plan specifications and Clean Water Services and City requirements.
- Participates in pre-design, pre-construction, and utility coordination meetings.
- Prepares and maintains a variety of maps, databases, and related records.
- Oversees and monitors the Water Quality facilities maintenance contracts, including participating in the bid process, making changes, and ensuring adherence to contract stipulations; inspects facilities to ensure proper maintenance and functioning.
- Develops, monitors, coordinates, and implements the West Nile program, including collecting samples, coordinating with the stormwater maintenance crew on treatment schedules, and maintaining accurate records.

When assigned to the volunteer program:

- Develops, implements, monitors, and evaluates the volunteer program for the Public Works Department; assesses department needs; develops recruitment tools; reviews, screens, and interviews applicants; develops and implements a training program for volunteers; assigns and prepares volunteer schedules; maintains volunteer records and statistical data; develops and implements special volunteer activities.
- Recruits, interviews, tests, and selects each volunteer applicant thoroughly and determines knowledge, skills, and abilities before acceptance into the program; receives volunteer applications; handles all necessary correspondence with applicants.
- Determines which function each volunteer is best suited for based on assessment of volunteer knowledge, skills, abilities, and departmental needs.
- Ensures all volunteers are informed about Public Works programs, services, and activities and that Public Works staff is informed about the volunteer program.
- Works with the Library Services Director and other staff to identify opportunities for volunteer support and to develop new volunteer positions and programs; establishes and maintains a listing of the volunteer positions in each division, including the desired number of volunteers for each position.

When performing all assignments:

- Participates in the development and implementation of goals, objectives, and priorities for the assigned program; identifies resource needs; recommends and implements procedures, including standard operating procedures for assigned program.
- Participates in the development and administration of the program budget; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of program performance.
- Acts as a representative to local residents, school districts, municipal and community groups, private businesses, and others concerning questions, problems, concerns, and activities related to specific programs.
- Conducts special research assignments, analyzing data, and preparing conclusions and recommendations for consideration by management or special committees.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Participates on and makes presentations to a variety of committees; attends and participates in professional group meetings.
- Develops and prepares public information materials such as notices, brochures, flyers, newsletters, and other materials; updates website with informational materials.
- Maintains accurate databases, records, and files related to the assigned program.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Depending on assignment, principles, practices, terminology, and methods of environmental compliance programs, including water quality, water conservation, and stormwater and surface water quality.
- Program development, management, and evaluation techniques.
- Practices and techniques related to wastewater and/or water sampling, sample handling, and standard analysis methods.
- Basic engineering methods and technology.
- Designs, plans, and specifications used in public works and utility construction.
- Applicable Federal, State, and local laws, codes, and regulations.
- Basic budgetary and contract administration policies and procedures.
- Principles and practices of safety management and application.
- Technical report writing practices and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Develop, organize, supervise, coordinate, review, evaluate, and personally participate in programs and projects related to environmental compliance programs.

- Analyze, interpret, apply, and ensure compliance with Federal, State and local policies, procedures, laws, and regulations.
- Prepare and administer the assigned program's budget and contracts, including the requisition and/or purchase of materials, supplies, equipment, and services.
- Perform basic engineering review ensuring compliance with construction standards and City requirements.
- Monitor legislative and technological changes and recommend operational changes as appropriate.
- Prepare clear and concise reports, correspondence, policies, procedures, informational materials, ordinances, and other written materials.
- Utilize computer and related word processing, database, and spreadsheet software and applications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in environmental studies, biology, chemistry, engineering, business or public administration, or a related field, and two (2) years of increasingly responsible experience in environmental program development, coordination, and/or implementation.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid driver's license by time of appointment.
- Depending on assignment, obtaining program-specific certifications from various professional organizations/associations is desirable within a timeframe specified by the City.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to work in the field; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas, including rough and uneven terrain, to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.