



June 2008

SENIOR ENVIRONMENTAL PROGRAM COORDINATOR

DEFINITION

Under general supervision, plans, organizes, coordinates, and monitors environmental programs, including water quality, water conservation, and stormwater and surface water quality; provides lead direction to assigned staff; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs the full range of work in identifying, promoting, planning, designing, and coordinating the development and implementation of new and enhanced environmental programs; ensures conformance with applicable Federal, State, and local laws, codes, ordinances, plans, specifications, and departmental regulations; fosters cooperative working relationships with various public and private agencies, organizations, and groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff and volunteers.

CLASS CHARACTERISTICS

This is an advanced journey-level, specialized class assigned to oversee and coordinate assigned staff and specialized environmental programs as mandated by Federal, State, and local laws and as determined by the City. Incumbents perform the full range of program management duties associated with all environmental programs, including water conservation, water quality, and stormwater and surface water quality compliance programs. This classification is distinguished from Public Works Supervisor classes in that the latter are full supervisory-level classes responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in maintenance operations.

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.

- Provides technical and functional direction to assigned staff; reviews and controls quality of work; assists in selection and in completing employee evaluations; recommends corrective action as required; participates in performing routine to complex environmental program compliance work.
- Plans, schedules, prioritizes, and assigns environmental program compliance work in consultation with a supervisor; communicates status of projects, studies, and programs to appropriate staff, working cooperatively to schedule in accordance with established priorities; instructs staff in work procedures.
- Trains employees in work principles, practices, methods, policies, procedures, applicable Federal, State, and local laws, rules, and regulations, use of tools and equipment, and relevant safety precautions.
- Assists in developing work plans, procedures, and schedules.

- Assists in developing short- and long-range plans, work plans, procedures, and schedules.
- Orders supplies and equipment for work projects; participates in vendor selection process; maintains records of purchase orders; may assist in developing budget figures for division.
- Prepares, designs, and plans specifications, estimates, reports, and proposals for environmental projects of moderate complexity.
- Develops and designs operational procedures for assigned environmental programs that meet all requirements of various regulatory agencies having jurisdiction.
- Assists with production of and plans for program-specific services, guidelines, and activities; evaluates program effectiveness and suggests improvements.
- Provides input into budget requests and development and administers program budgets after adoption; may prepare and assist in the administration of various grants.
- Works closely with representatives of other public, non-profit, and private organizations, including community groups; responds to and resolves inquiries and concerns from the public.
- Organizes, maintains, and documents all required information for enforcement of the water quality, water conservation, and stormwater and surface water quality program requirements.
- 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 specific program.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of supervision and training.
- 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 and advanced 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:

- Plan, schedule, assign, and oversee activities of environmental program personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in environmental programs and related projects.
- 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 function'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 and code 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 four (4) years of increasingly responsible experience in environmental program development, coordination, and/or implementation.

Licenses and Certifications:

- Possession of a valid driver's license with a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and

walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.