



Environmental Services Coordinator

Department/Division:	Public Works
Reports To:	Director of Public Works
Provides Direction To:	Not applicable

GENERAL PURPOSE

Under general supervision, organizes and coordinates a variety of administrative duties and fulfills reporting requirements including the City's NPDES, Household Hazardous Waste and other environmental programs; prepares various spreadsheets and documents; assists in performing other types of departmental assignments; and performs related duties to the functions of the Public Works Department.

DISTINGUISHING CHARACTERISTICS

The Environmental Services Coordinator performs technical and administrative support functions. The position coordinates the preparation of reports and programs, and/or performs other types of functions. This classification is differentiated from the Administrative Secretary by its greater technical knowledge. It is separated from the Management Analyst in that it does not perform the same range of administrative, financial and operational analyses or exercise the same level of independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Studies NPDES, Household Hazardous Waste and other environmental program regulations and conveys requirements to affected departmental representatives and other parties through periodic reports and communications.
2. Administers NPDES, Household Hazardous Waste and other environmental programs and procedures needed to meet statutory requirements and evaluates the effectiveness of the information systems.
3. Assist in the preparation and review of the Department budget.
4. Coordinate the research, development, review and preparation of Federal, State and local grant applications. Monitor existing programs for compliance to regulations.

5. Compile and analyze data and make recommendations on the formulation of policies and procedures, undergo research and perform statistical analyses of administrative, fiscal and operational issues.
6. Serves as Secretary to the Traffic Safety Committee to track, record and distribute minutes, correspondence and work logs.
7. Writes promotional and informational materials to better explain programs and requirements.
8. Coordinates workshops and meetings and makes presentations as needed.
9. Maintains relationships with professional associations or participates in meetings involving other organizations to share problems, concerns and work plans.
10. Coordinates work being performed by vendors and consultants.
11. Prepares correspondence and staff reports and makes presentations to the City Council and other parties related to special studies.
12. Assists at the public information counter given public requests for information and questions regarding environmental procedures or program requirements.
13. Perform other related duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

Federal, State and local laws and regulations affecting environmental NPDES permit and storm water programs; principles of project administration; statutes and policies related to environmental regulations; research techniques; customer service techniques; modern office procedures, methods and equipment; methods and practices of municipal budgeting.

Ability to:

Organize and coordinate and manage projects, meetings and reporting activities; analyze and solve problems related to environmental policies and programs; prepare clear and concise reports, and other written materials; maintain accurate records and files; exercise sound judgment within established guidelines; communicate clearly, concisely and effectively, orally and in writing; establish and maintain effective working relationships with staff, management, and public and private representatives; operate computer-based word processing and spreadsheet software.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of environmental services and program coordination and administrative support functions.

Education: Equivalent to Bachelor's degree in Public Administration or related field, and preferably including experience, training or education related to the environmental services.

Special Requirements:

Possession of a valid Class C California driver's license, an acceptable driving record, and ability to meet the City insurability requirements in order to travel to different City sites and other locations, attend meetings, and gather information.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands or arms. The employee occasionally walks and stands and lifts and moves records and documents weighing 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, the ability to distinguish basic colors and shades, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple concurrent tasks; work under changing and intensive deadlines with frequent interruptions; and interact with City officials, media, citizens groups, employees and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.