



Home of the Tualatin River National Wildlife Refuge

JOB ANNOUNCEMENT 2017-017

ENVIRONMENTAL PROGRAM COORDINATOR

Public Works Department

Full-Time / Non-Exempt / AFSCME Represented

SALARY RANGE: \$25.80 - \$33.02 / Hourly
Plus 6% City paid PERS

OPENS: November 8, 2017

CLOSES: November 27, 2017 at 5:00pm PST

APPLY TO: Human Resources – City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140
(503) 625-4201 - Fax (503) 625-4280
humanresources@sherwoodoregon.gov

SUMMARY AND REQUIREMENTS

The Environmental Program Coordinator independently performs specialized and complex environmental compliance duties related to water, storm, and sanitary. Responsibilities involve significant accountability and decision-making authority in a variety of programs, including vector (mosquito) control; FOG; healthy streams; soils; stormwater; and cross connection and backflow programs. The Environmental Program Coordinator conducts inspections, conducts research, analyzes and tracks data, implements plans, prepares reports, recommends corrective actions, and ensures compliance with Federal, State, and local laws, codes and regulations. The incumbent will also serve as liaison with intergovernmental agencies, local neighborhood groups and businesses, and develop public information materials.

MANDATORY REQUIREMENTS: Advanced knowledge of practices, principles, terminology, and methods of environmental compliance programs, including water quality, water conservation, stormwater and surface water quality, and FOG and soils programs. Knowledge of program development, management, and evaluation techniques; practices and techniques related to wastewater and water sampling, sample handling, and standard analysis methods; basic budgetary and contract administration policies and procedures; principles and practices of safety management and application; record keeping principles and procedures; techniques for dealing effectively with the public, vendors, contractors, and City staff, and customer service, in person and over the telephone. Ability to, use tools, small and heavy equipment; read equipment manuals, maps, and engineering blueprints; apply and interpret codes and ordinances; analyze, interpret, apply, and ensure compliance with Federal, State, and local policies and procedures, laws, and regulations; perform basic engineering review ensuring compliance with construction standards and City requirements; 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; operate office equipment, including computer and specialized software application programs. 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, or any combination of training and experience, which demonstrates the required knowledge, skills, and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Possession of a valid driver's license. Ability to obtain within six months of employment, a Class B Commercial Driver's License, current CPR/First Aid card, Work Zone Traffic Safety certification; Fork Lift certification; Level I Wastewater Collection certification; Oregon-Grade 1 Water Distribution Operator Certificate; Oregon-Grade I Water Treatment Operator Certificate; Oregon Cross Connection Backflow Assembly Tester; Confined Space Entry I certification, and Public Pesticide Applicators license.

DESIRABLE SKILLS/QUALIFICATIONS: Previous experience in a municipal public works department. Experience of telemetry systems.

APPLICATION AND SELECTION PROCESSES

To apply, submit a completed City Application, Resume, and cover letter to the Human Resource Department on or before the closing date. Application materials must be received by the Human Resources Department by 5 pm on the closing date, to be considered. Electronic and faxed copies are accepted with a signature. Application materials will be used to select the top candidates. Those selected for further consideration will be invited to complete a technical test and participate in an oral interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background check.

CITY APPLICATION

A City Application can be found online at www.sherwoodoregon.gov or may be requested by mail by calling Human Resources at (503) 625-4201.

VETERANS' PREFERENCE

It is the policy of the City of Sherwood to grant hiring and promotion preference to qualified veterans and disabled veterans in accordance with ORS 408.230, at each stage of the application and interview process. To claim veterans' preference in promotion, please complete the Veterans' Preference form provided with the City Application packet, and submit it with the required documentation at the time of application.

BENEFITS

The City of Sherwood offers eligible employees the following benefits programs: paid time off (vacation); paid sick leave; paid holidays; group health insurance for employees and their dependents; flexible spending accounts; group life insurance; long and short term disability insurance; Public Employees Retirement System (PERS); 457 deferred compensation plan; optional direct deposit; credit union membership; and a discounted Sherwood YMCA membership.

NOTIFICATION

Applicants that are not selected will be notified by phone, email, or letter once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.