

ORGANIZATION: City of Sherwood	DATE: 2017
LOCATION: Sherwood, Oregon	
DEPARTMENT: Public Works	
FLSA STATUS: Non-Exempt	
JOB TITLE: Environmental Program Coordinator – Pay Group 8	

PURPOSE OF POSITION:

Under general supervision, independently performs a wide variety of environmental compliance duties, including field inspections, public outreach, and preparing and filing reports with the appropriate regulatory agencies. Plans, organizes, coordinates, and monitors environmental programs, including potable water quality, telemetry systems, stormwater and surface water quality, healthy streams, vector control, FOG, soils, and backflow programs; ensures conformance with applicable Federal and State laws, codes ordinances, specifications, and department 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. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making authority. The incumbent organizes and oversees day-to-day activities of environmental programs.

ESSENTIAL JOB FUNCTIONS:

Coordinate a variety of public works related programs, including vector (mosquito) control; fats, oil and grease (FOG); healthy streams; soils; stormwater; and backflow programs. Work with regional services to identify projects and develop project plans.

Identify plan, coordinate and track maintenance projects related to assigned programs.

Program annual inspections, oversee maintenance activities and attend intergovernmental and regional meetings.

Coordinate the maintenance activities for public and private water quality facilities. Inspect facilities, identify maintenance needs and coordinate work activities.

Develops, analyzes, and implements water quality monitoring plans to ensure compliance with Federal, State, and local laws, codes, and regulations.

Cross Connection Program requires overseeing program which includes inspections, tracking of private and public backflow assemblies for installation/testing, conduct plan review, ensure compliance with local/state/federal requirements.

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.

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.

Oversee various program activities and projects related to water, storm, sanitary. Perform annual inspections.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

Serve as liaison with intergovernmental agencies, local neighborhood groups and businesses. Develop and conduct public education programs as needed. Attend intergovernmental and regional meetings.

Oversee temporary or regular employees as assigned to install and retrieve insect traps and apply pesticides at detention facilities and other mosquito habitats.

Coordinate and oversee contractors, regular and temporary employees on special improvement projects involving underdeveloped right of way and various city properties assuring projects are completed and designed on time and within budget.

Produce an acceptable quantity and quality of work that is completed within established timelines.

Analyzes the effect of new laws or changes in regulations on water quality programs and recommends policies and procedures for implementation.

Acts as representative to local residents, school district, 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.

Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.

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.

May perform other duties as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

May be required to monitor/track/document/coordinate telemetry system improvements.

May perform utility inspections for private and public improvements.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATIONS:

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

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to stand, sit, bend, kneel, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Many duties are physically demanding requiring entry into confined spaces and moving materials weighing up to 20 pounds on a regular basis, and may infrequently require moving materials weighing up to 50 pounds. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Work is performed both indoors and outdoors. Exposure 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. Typical office environment exposure includes noise, telephones, personal interruptions, and background noises. Exposure to computer screens.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position. May exercise lead technical and functional direction over assigned personnel, on site procedures, policies, and practices.

SUPERVISION RECEIVED:

Works under the general supervision of the Department Manager.