DATE	May 2007
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Environmental Program Coordinator
DEPARTMENT/DIVISION: Environmental Quality
REPORTS TO: Community Services Manager

SUMMARY: Responsible for coordinating environmental programs and related activities to include conducting inspections, responding to alleged violations, preparing and tracking program paperwork and reports, and educating the public. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Coordinates environmental programs, property, resources, studies, and projects, which may include: providing scientific and technical resource expertise to applicable groups and/or individuals; monitoring and ensuring compliance with applicable regulations; preparing and reviewing reports; giving presentations; responding to environmental priorities; monitoring legal requirements; overseeing program and/or project activities; developing plans related to environmental program compliance; and/or, performing other related activities.
- Conducts site inspections and collects, interprets, analyzes, and evaluates environmental data in assigned area of responsibility. Prepares and issues notices and citations related to environmental program violations. Prepares related reports summarizing findings and making appropriate recommendations.
- Performs follow-up activities related to environmental violations to ensure the resolution of issues in a timely and efficient manner.
- Assists in developing and documenting environmental issues, strategies, policies, procedures, and plans.
- Recommends and develops strategies and plans to address and ensure compliance with environmental issues and legal requirements in assigned area of responsibility.
- Participates in/on a variety of meetings, task forces, committees, public outreach events, educational exchanges, and other related groups. Presents project status and/or study results.
- Responds to environmentally hazardous situations and provides advice and guidance on the resolution and clean-up of problem sites and situations, which may include securing and coordinating the work of external contractors.
- Responds to complaints from the public and performs investigations to evaluate compliance or non-compliance of applicable regulations and performs related follow-up activities.
- Prepares and submits a variety of legally-required reports to applicable external agencies.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable Federal, State, and Local laws, codes, ordinances, rules, laws, and/or regulations;
- Knowledge of environmental science principles in assigned area of responsibility;
- Knowledge of tools and equipment utilized in assigned area of responsibility;
- Knowledge of sampling methods and analytical techniques;
- Knowledge of laboratory and field quality control principles and practices;
- Knowledge of data collection methods;
- Knowledge of public relations principles;
- Skilled in speaking in public;
- Skilled in reading and interpreting maps, charts, site plans, blueprints, schematics, and/or other related technical documents;
- Skilled in conducting research;
- Skilled in operating applicable tools and equipment in assigned area of responsibility;
- Skilled in verifying and interpreting environmental test results;
- Skilled in implementing strategies, projects, and/or plans to achieve environmental program goals;
- Skilled in managing projects;
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Environmental Studies, or a Science related field.
- Two years of related environmental services experience.
- Must possess a valid Texas Class C Driver's License.
- Some positions may require Hazwoper Training.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Work may be performed in close quarters and near moving mechanical parts.
- Frequent exposure to airborne particles and infectious diseases.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.