



ENVIRONMENTAL SERVICES COORDINATOR

DEFINITION

Under general direction, organizes, supervises, coordinates and directs activities and staff involved in solid and hazardous waste, storm water, refuse collection and recycling compliance and services; provides responsible and complex professional support to Public Services Director.

SUPERVISION EXERCISED

Provides functional and technical supervision of contractors and subordinate staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Prepare documents for and administer contracts and grants, maintain required records, process payments, maintain project accounting and develop reimbursement documentation.

Ensure compliance with Federal, State and local laws, ordinances, policies and procedures including solid and hazardous waste, storm water, refuse collection and recycling including AB 939.

Participate in the development of department goals and objectives, policies and priorities for the City's solid and hazardous waste, storm water, refuse collection and recycling compliance; recommend and implement changes in policies and programs.

Coordinate projects with providers, city staff and the community in accordance with Federal, State and local laws, standards and requirements.

Prepare project status and City Council staff reports; prepare public information documents; maintain records of projects, activities, materials and inventory.

Prepare and monitor Solid Waste, Storm Water and Administrative budget; assist in budget preparation for all Public Services divisions.

Complete environmental reporting for permits and licenses for outside agencies.

Train, supervise and evaluate subordinate personnel.

Respond to and resolve citizen inquiries.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Equipment, methods, techniques, principles and concepts used in solid and hazardous waste, storm water, refuse collection and recycling compliance and services.

Solid and hazardous waste program principles, concepts and laws, including AB 939 compliance.

Occupational hazards and safety precautions.

Principles of budget preparation and monitoring.

Techniques used in grant preparation, monitoring and administration.

Principles of training, supervising and evaluating subordinate personnel.

Standard office procedures, methods and computer equipment.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Coordinate and monitor work of multiple vendors and contractors.

Identify, develop and implement short and long-term solid and hazardous waste, storm water, refuse collection and recycling compliance and services.

Prepare reports and maintain accurate records.

Compile and maintain project files and logs.

Plan and organize work to meet schedules and timelines.

Prepare and monitor budget and grants.

Train, supervise and evaluate subordinate personnel.

Communicate clearly both orally and in writing.



Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS in public or business administration, environmental studies or related field and one (1) year experience in administrative, solid and hazardous waste systems support. MA/MS desirable.

LICENSE OR CERTIFICATE

Valid Class C California driver's license and good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone and copying machine.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to work outdoors in all weather conditions including hot with extreme sun exposure, cold and wet

Ability to lift up to 25 pounds

Ability to climb a ladder, stoop, bend, reach, twist, squat, grasp, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business

