



CLASSIFICATION NO. 834

Established: 11/08

Revised: 12/14

FLSA: Non-Exempt

EEO: 2

## **ENVIRONMENTAL PROGRAM COORDINATOR**

### **CLASS CHARACTERISTICS**

Under direction, to plan, coordinate and direct the development, implementation and administration of environmental utilization programs with County-wide impact; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Department of Water Environment Services manages and operates the County's wastewater and storm/surface water service districts including sewerage facilities, collection systems, pumping stations, treatment plants and storm and surface water management.

The Environmental Program Coordinator is an advanced journey-level professional class in environmental program management. Incumbents are responsible for developing, implementing and monitoring environmental re-use programs to include biosolids, water and energy conversion and conservation. Assignments require considerable knowledge of relevant environmental protection laws and regulations and re-use regulations. The Environmental Program Coordinator is responsible for supporting compliance with environmental requirements.

The Environmental Program Coordinator differs from the Biosolids Technician 2, which is responsible for soliciting biosolids disposal sites, determines and schedules personnel and equipment for dispersal and compiles periodic reports regarding program effectiveness and condition of vehicles and equipment. It also differs from the Resource Recovery Supervisor, which is responsible for supervising, coordinating, and monitoring the Resource Recovery Program and staff.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Researches, develops, and recommends program priorities; implements plans to meet established goals for environmental utilization programs or program elements to include biosolids, water reuse and energy conversion; develops and recommends associated program policies and operating and administrative procedures; participates in development of program designs; develops annual work program and schedule; plans, organizes and implements work activities to meet established overall program goals and objectives.
2. Serves as primary internal coordinator on energy conservation projects; solicits and coordinates external financial and technical support from Oregon Energy Trust and similar entities; researches, coordinates and implements energy projects.

3. Reviews, researches and reports on federal, state and local laws, regulations, rules, compliance orders and court decisions relating to environmental protection issues; recommends policy and procedure changes to comply with environmental regulations; reviews and evaluates impact of federal and state standards and requirements on department operations and activities; works with representatives of regulatory agencies to resolve technical and compliance issues and to explain program activities and objectives; ensures compliance with all applicable regulatory rules and regulations; serves as a liaison with regulatory agencies.
4. Evaluates consultant proposals and qualifications; recommends selection; administers and oversees relevant consultant contracts; coordinates or assists in coordinating program activities with other staff and outside agencies; participates in developing program partnerships with external agencies and organizations; assists in development of multi-agency agreements; works with County leadership to implement sustainable options.
5. Responds to and resolves agency concerns with environmental and safety practices; maintains records and assists in preparing regulatory compliance reports; resolves complaints from landowners and neighbors. Maintains adequate amount of land application sites for reuse.
6. Maintains Environmental Management System; performs lead role as coordinator for this system; monitors and evaluates program effectiveness.
7. Recommends applicable program budget items and priorities; monitors program expenses.
8. Maintains data and reports on program activities and performance results; monitors conformance with program requirements; assists in tracking and forecasting program expenditures.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Basic principles and practices of budgeting, purchasing and contract administration; principles and concepts of self directed work teams; basic sewage treatment plant operations and processes; chemical and physical characteristics of biosolids; Federal, State and local environmental regulations applicable to biosolids disposal; soils, agricultural practices and geography of Clackamas County; environmental, traffic and safety laws, rules and regulations governing the operation of double and triple axle trucks, tanker trailers and the land application of biosolids; computer software applications used in documenting and reporting on biosolids, reuse and energy program activities.

Skill to: Coordinate completion of projects within established budget and time guidelines; incorporate team participation in decision making; promote individual agreement and group consensus on issues and problems; communicate effectively, both orally and in writing; establish and maintain effective working relationships with regulatory agencies, landowners, neighbors and County employees; prepare and deliver persuasive oral presentations to landowners for marketing reuse products; negotiate and monitor agreements with landowners; compile and analyze data; prepare detailed technical reports.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 2/18