



CLASSIFICATION NO. 834

Established: 11/08

Revised: 12/14, 11/24

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

Clackamas Water Environment Services (WES) produces clean water, protects water quality, and recovers renewable resources through the provision of wastewater services, stormwater management, and environmental education. Through the management of various resource recovery facilities, pumping stations, and compliance initiatives throughout the district, WES protects public health and supports the vitality of the communities serviced, the natural environment, and economy.

The Environmental Program Coordinator is an advanced journey-level professional class in environmental program management in which incumbents are responsible for developing, implementing and monitoring environmental compliance, pollution prevention, toxics reduction, climate mitigation, and re-use programs. Assignments require considerable knowledge of relevant environmental protection laws and regulations and responsibilities additionally include supporting compliance with environmental requirements from federal and state authorities.

The Environmental Program Coordinator differs from the Technical Service Specialist, Source Control Specialist and Biosolids Technician by the requirement to participate at a more advanced level in section coordination, planning, and decision-making activities, and functions as a lead worker. It also differs from the Environmental Services Supervisor, which is responsible for supervising, coordinating, and monitoring the Industrial Pretreatment, Private Stormwater, and/or Resource Recovery Program and staff.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops and recommends program policies, design, priorities, and operational and administrative procedures; plans, organizes and implements work activities to meet established program goals and objectives within an assigned area; prepares, schedules, coordinates and implements work plans with assigned professional and technical staff performing pretreatment, stormwater, and reuse program activities; analyzes and resolves

work problems; coordinates operations with other staff and personnel within and outside of the district.

2. Serves as internal coordinator on pollution prevention, industrial pretreatment, private stormwater, environmental monitoring, climate mitigation, and/or energy conservation projects; solicits and coordinates external technical support from financial or regulatory entities; researches, coordinates, and implements environmental compliance or energy projects; coordinates with management to facilitate NPDES testing and permitting activities related to storm and surface water management; participates in the development of goals and programs for WES, industrial pretreatment, source control, or reuse programs; maintains data and reports on program activities and performance results.
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, staff engineers, and biologists, to develop and implement pollution reduction, environmental restoration, and reuse programs.
4. Evaluates consultant proposals and qualifications and recommends selection; administers and oversees relevant consultant contracts; leads the preparation of reporting activities to WES, DEQ, other regulatory agencies, and cities with which the County has inter-jurisdictional contracts; coordinates program activities with other staff and outside agencies; participates in developing program partnerships with external agencies and organizations; assists in development of multiagency agreements.
5. Responds to and resolves agency concerns with environmental and safety practices; maintains records and assists in preparing regulatory compliance reports; responds to concerns from private businesses or landowners; schedules and coordinates facilities inspections on industrial facilities and may perform inspections of facilities as necessary; performs laboratory testing in field and preserves samples for further analysis; participate in audits conducted by regulatory agencies; leads the preparation of responses to audits and inspections from regulatory agencies; gathers and evaluates data for assigned projects; leads in the development of rule changes, enforcement procedures, and permit policies; works with County leadership to implement sustainable options.
6. Maintains program and regulatory databases; leads the implementation of compliance oversight and environmental management systems; monitors and evaluates program effectiveness.
7. Recommends applicable program budget items and priorities; monitors program expenses; assists in tracking and forecasting program expenditures.
8. Leads the investigation and response into slug/unusual discharges, non-compliant biosolids quality, or non-compliant effluent quality; determines cause or pollutant causing biosolids or

discharge quality concern; reviews industrial reports for regulatory compliance; maintains records regarding compliance reports and monitoring status; identifies industries in non-compliance with permit standards and local, state, or federal regulations; pursues appropriate action through civil or criminal enforcement processes; responds to calls concerning spills, illicit discharges, or biosolids application; records incident details into applicable databases; identifies, coordinates, and conducts follow-up activities, including monitoring and enforcement; initiates and lead staff in conducting enforcement actions under the direction of the Environmental Service Supervisor and legal counsel.

9. Leads and coordinates the work of regular and temporary employees; provides daily work direction; plans, schedules, assigns and reviews work; trains and provides technical assistance to staff; provides input to management regarding work performance; participates in the hiring process; facilitates participation of team members in work activities; acts on behalf of the unit supervisor and/or performs special projects as directed.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Basic principles and practices of budgeting, purchasing and contract administration; basic techniques of supervision; sampling technique and equipment; principles of basic chemical reactions; basic sewage treatment plant operations and processes; storm and surface water management; principles and practices of pollution prevention and toxics control to protect water and biosolids quality; chemical and physical characteristics of urban stormwater, industrial wastewater, and biosolids; Federal, State and District environmental regulations applicable to environmental programs and NPDES permit requirements; industrial processes used by industry pretreatment systems; District pretreatment policies and procedures; soils, agricultural practices and geography of Clackamas County; environmental, traffic and safety laws, rules and regulations governing the operation of double and triple axel trucks, tanker trailers and the land application of biosolids; climate mitigation pertaining to assessing vulnerabilities and risks and developing reports, policies, or outreach to address vulnerabilities and risks; computer software applications used for GIS, mapping, compliance tracking and documenting and reporting on biosolids, reuse and energy program activities; principles of public outreach, engagement; construction principles and standards.

Skill to: Coordinate completion of projects within established budget and time guidelines; oversee, train and lead the work of assigned personnel; incorporate team participation in decision making; communicate effectively, both orally and in writing; deal tactfully and effectively with the public, private businesses, industrial users, fellow employees, consultants, and federal, state and local officials; compose clear, concise written technical reports and correspondence; prepare and deliver presentations to the regulated community and the public; provide technical support and public education; develop and maintain agreements with partners, where applicable; compile and analyze data; use computer software programs associated with environmental management and compliance activities; read and interpret technical engineering documents and other GIS data; make mathematical calculations using fundamentals of algebra and geometry; conduct field investigations and inspections, exercising professionalism while implementing enforcement actions; think and act strategically in a regulatory environment.

WORKING CONDITIONS

Duties require physical labor, including walking, reaching, squatting, kneeling, bending, balancing, climbing, shoveling, fine motor control, and ability to lift up to 50 pounds, carry, and push/pull up to 70 pounds. Duties also involve exposure to bacteria, viruses and toxins in wastewater, chemicals, exhaust fumes and dust, loud noises, and vibration. Some duties involve exposure to adverse weather conditions and hazardous locations, such as streets, live sewers, confined underground areas and on elevated platforms.

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.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Edited: 2/18