

ENVIRONMENTAL SERVICES COORDINATOR SERIES

Definition:

Under administrative direction, develops, implements, and coordinates environmental and sustainability programs and projects in areas such as management of recycling and solid waste, water and energy conservation, sustainable procurement, and air quality management and performs related work as required.

Class Titles

**Environmental Services Coordinator I
Environmental Services Coordinator II**

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Develops, oversees, and administers the implementation of goals, objectives, policies, procedures, and priorities for environmental programs and related operations.

Supports implementation of state law SB 1383 Short-Lived Climate Pollutants (SLCP).

Coordinates environmental programs and projects; serves as a resource for City departments and the general public regarding environmental programs, events, and activities.

Responds to and resolves inquiries from customers, Council, and City staff. Monitors the work of assigned staff and provides direction as needed.

Oversees and participates in the selection and management of consultants and contracts for activities and services related to environmental programs; develops and administer Requests for Proposals (RFPs) and contract documents for City environmental programs and projects.

Evaluates legislative proposals and new governmental requirements; provides recommended approaches for compliance with regulatory requirements.

Keeps abreast of emerging trends, innovative practices, and changes to legislative and technical developments in the field of sustainability and the environment; informs staff of changes and new developments and makes recommendations, as necessary.

Coordinates, reviews, and writes staff reports, informational items, and other materials submitted to City Council and Commission bodies for consideration and action.

Conducts various research projects, special studies and surveys and prepares a variety of reports, correspondence, and other materials; may develop, design, and produce charts, graphs, maps, and spreadsheets, including analysis and interpretation.

Researches potential outside funding sources for local programs and prepares grant applications and accompanying reports, as necessary.

Conducts public presentations on environmental sustainability and related topics to community, school, and various civic and business organizations; represents the City at various federal, state, and local planning meetings including presentations involving government or other organizations.

Assists in preparing the Department's budget, including gathering and analyzing data and information, monitoring expenditures of funds and investigating and evaluating the need for changes in budgetary allocations during the fiscal year with a focus on area of assignment.

Reviews contracts, invoices, and other documentation and performs various financial analysis and reconciliations.

Creates promotional materials and maintain web pages.

Performs program administrative functions in environmental areas, including program management and preparation of regulatory compliance reports.

Provides technical assistance to others on administrative and analytical matters related to area of assignment.

Coordinates programs and activities with other departments; confers with representatives of other agencies, groups, vendors, and the public.

Assists in the design and implementation of systems and forms for use in operations.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and carries boxes of accounting records and files weighing 30 pounds or less.

Class Characteristics:

Environmental Services Coordinator I is an entry-level class used for the purposes of recruiting and training in the general field of environmental and sustainability administration. An incumbent may have limited experience and normally works under direct supervision performing the more routine duties assigned to this series. Environmental Services Coordinator II is a journey level class within the series performing the full range of duties as assigned. Incumbents are experienced in and knowledgeable of environmental and sustainability administration and are assigned wider responsibilities, greater operating independence, and more difficult duties than an Environmental Services

Coordinator I. An Environmental Services Coordinator II normally works under the general supervision of department or division head.

The guidelines for an incumbent Environmental Services Coordinator I to advance to Environmental Services Coordinator II includes having gained the necessary knowledge, skills, and experience, as well as a current performance rating of "Exceeds Expectation" or better and one year as an Environmental Services Coordinator I with the City of Fullerton. City Manager approval is required for said advancement.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Federal, state, and local laws and ordinances pertaining to solid waste management.

Solid waste recycling/diversion efforts and Household Hazardous Wastes.

CalRecycle reporting practices, and methods of administrative and organizational analysis.

Proper use of reporting forms.

Financial/statistical/comparative analysis techniques and formulae.

Budget development and administration methodologies.

Research techniques, methods, and procedures, and report presentation techniques.

Methods of budgetary research and analyses.

English usage, spelling grammar and punctuation.

Modern office practices, methods, and computer equipment and applications related to the work.

Techniques for providing a high level of customer services

AND

Ability to:

Interpret and explain environmental programs and services.

Prepare clear and concise reports, and other written material.

Prepare and administer program budgets.

Analyze administrative, operational, and organizational problems, evaluate alternatives and reach sound conclusions.

Collect, evaluate, and interpret varied data, either in statistical or narrative form.

Interpret and apply laws, regulations, policies and procedures.

Maintain accurate records and files.

Coordinate multiple projects and meet critical deadlines.

Work independently, understand, and follow verbal and written directions, and use independent judgment and initiative.

Communicate clearly, concisely, and effectively, orally and in writing.

Use tact, discretion, and sensitivity in dealing with sensitive situations.

Operate modern office equipment including computer equipment and applicable and specialized software.

Organize work, adhere to multiple deadlines, and handle multiple projects.

Handle job stress and maintain composure in public settings.

Read and write at the level required for successful job performance.

Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position can be considered as qualifying. A typical combination includes:

A Bachelor's Degree in Public Administration, Environmental Sustainability or a closely related field from an accredited college or university.

AND

Environmental Services Coordinator I:

One year of experience in solid waste, sustainability and/or recycling work.

Environmental Services Coordinator II:

Two years of experience at the Environmental Services Coordinator I level or equivalent.

Special Requirements:

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and requires sitting for prolonged periods of time using a computer keyboard and screen. The incumbent stands, walks, twists, reaches, bends, crouches and kneels and may grasp, push, pull, drag and lift boxes of accounting records and files weighing 30 pounds or less. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-Exempt

Established December 2022