

Title: Environmental Coordinator
PG: 71
Status: Civil Service
Position Reports to: Manager of Environmental Affairs
Department: Lakeland Electric

Class Code: 2031
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is advanced professional and supervisory work in the field of environmental permitting and regulatory compliance in the environmental affairs field for the Department of Electric & Water Utilities. Work involves responsibility for supervising and preparing environmental permit applications, reports, and support data necessary for obtaining permits, licenses, or approvals required for the departments operation. Work also involves establishing monitoring and reporting programs required by federal, state and local government rules and regulations. Work is performed independently under the supervision of the Manager of Environmental Affairs.

ESSENTIAL FUNCTIONS:

1. Supervises and participates in establishing lines of communication and interaction between the department, regulatory authorities, conservation groups, the general public, and other state utility systems.
2. Reviews and evaluates environmental rules and regulations and establishes compliance procedures and systems required by permit conditions.
3. Prepares summaries of existing and proposed environmental rules and regulations and written comments to proper agencies.
4. Prepares reports and specifications for environmental projects.
5. Communicates and advises the departments, divisions and develop programs as necessary to achieve compliance with the regulatory agencies.

ADDITIONAL RESPONSIBILITIES:

1. Coordinates and participates in the preparation of environmental permits required by federal, state, and local regulatory and governmental agencies for existing and proposed facilities and associated environmental control systems.
2. Attends regular meetings with other utilities environmental personnel and meets with federal, state, and local government environmental personnel as necessary.
3. Perform related work as required.

KNOWLEDGE, SKILLS, & ABILITIES:

1. Knowledge of existing and proposed federal, state and local government environmental regulations pertaining to electric and water utilities operations.
2. Thorough knowledge of utility systems and required permitting procedures required by regulatory agencies.
3. Ability to coordinate project activities with various utility divisions.
4. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.
5. Ability to plan and supervise the work of technical and other subordinate personnel.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to perform complex engineering calculations and designs.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in engineering or science.
2. Three (3) years of experience in environmental affairs.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must possess and maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.