

Title: Lakes Program Coordinator
PG: 40
Status: Civil Service
Position Reports to: Manager of Lakes & Stormwater
Department: Public Works

Class Code: 3819
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a skilled and technical position involving a variety of work related to the promotion of conservation and enhancement of water and aquatic resources. Primary duties include development and coordination of various outreach programs for the Lakes & Stormwater Division within the City of Lakeland's Public Works Department to include organizing events, volunteers, equipment and supplies. These duties are often performed outside normal business hours and include frequent weekend work. Technical work involves field sampling, monitoring, laboratory analyses, and data maintenance. Responsibilities include ongoing development and administration of multi-media campaigns to further education of the public and other target audiences. Opportunities to educate the public will also be afforded through enforcement of City codes and ordinances.

ESSENTIAL FUNCTIONS:

1. Assist in the planning and implementation of lake restoration, stormwater management, and outreach projects and programs.
2. Assist in collection and analysis of physical, chemical and biological samples.
3. Coordinate program activities with other divisions, departments, agencies, and the public.
4. Develop, administer, coordinate, and update education and outreach programs.
5. Prepare reports, letters, memorandums, and news related articles.
6. Enforce city codes and regulations.
7. Maintain water quality database and respond to requests for data.
8. Maintain division specific information on City web site.
9. Assist in facilitating regulatory program planning with an emphasis on stakeholder involvement.
10. Maintain record of outreach efforts for permit reporting.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of standard laboratory principles, terminology, equipment and materials.
2. Ability to apply safety regulations, occupational hazards policy, precautions and to promote safety.
3. Knowledge of basic water chemistry and ecological principles.
4. General knowledge of basic sampling and laboratory techniques associated with the analysis of water and wastewater.
5. Skilled in the preparation and presentation of education and outreach material of both technical and non-technical nature to various audience types.
6. Ability to clearly communicate, both orally and in writing.
7. Skilled in data management, spreadsheet development, GIS systems, and word processing.
8. Knowledge of state and federal regulatory programs.
9. Ability to effectively work with the public sector, contractors, and governmental agencies.
10. Ability to successfully plan and implement water resource education and outreach programs.
11. Knowledge of stormwater related BMPs and their application.

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WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 50 pounds of force on a recurring basis, routine keyboard operations. Requires routine work in the outdoor environment in all weather conditions. The job risks exposure to wastewater and other pollutants found in surface water and stormwater systems. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with course work in environmental natural sciences.
2. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
3. 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 maintain a valid home 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.