

Title: Environmental Coordinator – Water
PG: 60
Status: Civil Service
Position Reports to: Director of Water Utilities
Department: Water Utilities

Class Code: 2234
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is advanced professional work in the field of environmental permitting and regulatory compliance in the environmental affairs field for the Water Utilities Department. Work involves responsibility for preparing environmental permit applications, reports, and support data necessary for obtaining permits, licenses, or approvals required for the department's operation. Work also involves establishing monitoring and reporting programs required by federal, state, water management and local government rules and regulations. Work is performed independently under the supervision of the Director of Water Utilities.

ESSENTIAL FUNCTIONS:

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

ADDITIONAL RESPONSIBILITIES:

1. Coordinates and participates in capacity analysis, master plans, etc. related to the preparation of environmental permits required by federal, state, water management and local regulatory and governmental agencies for existing and proposed facilities.
2. Attends regular meetings with other utilities environmental personnel and meets with federal, state, water management and local government environmental personnel as necessary.
3. Works with department divisions to ensure that compliance and monitor data is collected, prepared and reported to regulatory agencies.
4. Performs related work as required.

KNOWLEDGE, SKILLS, & ABILITIES:

1. Knowledge of existing and proposed federal, state, water management and local government environmental regulations pertaining to 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, engineering firms, environmental consultants 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 utilize complex computer application programs.

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.

Title: Environmental Coordinator – Water
PG: 60
Status: Civil Service
Position Reports to: Director of Water Utilities
Department: Water Utilities

Class Code: 2234
Date: 09/08

The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, 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.
2. Extensive knowledge of computers and computer application programs.
3. Six (6) years experience in Water Utilities.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. 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.