

**MAJOR FUNCTION**

This is specialized professional work requiring both administrative and technical expertise. Work involves assisting in the development and implementation of environmental and energy policies, plans, and programs. An individual in this position is expected to work independently in carrying out specific program responsibilities and exercise independent judgment to meet program objectives. Work is reviewed through reports, conferences, and results of established program objectives.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Reviews proposed federal, state, and local rules and regulations and develops independent analyses regarding impacts on City operations. Assists in the development of environmental policies that impact City operations. Participates in strategic planning processes in the development of a Citywide green plan. Conducts literature reviews, analyzes research data and prepares reports to support program initiatives. Assists in the establishment of goals and performance measures for program measurement and verification. Coordinates implementation of ISO14001 certification program for environmental management systems. Responsible for evaluation and selection of candidates for process. Confers with department directors and managers for establishment of department project team, conducts training sessions for team members, directs data collection and analyses, recommends process changes where applicable to department management staff, documents process, and submittal to ISO for certification. Serves as project coordinator of designated projects for remediation efforts as required under Administrative Orders of Consent and serves as liaison to federal and state agencies. Schedules contractors, recommends change orders, and approves payments. Serves as Well Head/Aquifer Protection Coordinator and advises staff of the Underground Utilities Department on actions to protect the quality of water at municipal potable wells and to prevent the degradation of the local groundwater aquifer. May direct field data collection for well inventories, conduct groundwater investigations and prepare written reports for management review. Leads project teams and assigns or delegates responsibilities to team members. Represents the City at professional conferences and meetings and on committees for professional organizations. Performs related work as required.

**Environmental Services**

Reviews proposed federal, state, and local environmental rules and regulations for compliance with City services and at City facilities including the Federal Register, Florida Administrative Weekly, and proposed legislation. Assists in the development of environmental and procedures policies that impact City operations relating to air, waste, water, and wildlife. Conducts literature reviews, analyzes research data and prepares reports to support program initiatives. Conducts and develops independent analyses, computer studies and reports on environmental impacts to City operations. Investigates potential problems with environmental data or operations and develops and implements action plans. Conducts training sessions for City personnel on environmental regulatory compliance. Serves as environmental coordinator for internal customers providing planning, designing, developing, and implementing environmental compliance strategies, equipment materials, engineering methods and compliance alternatives. Manages the environmental grants program. May direct fieldwork, as necessary, for auditing and assessing environmental compliance at City facilities. Leads project teams for cleanup sites at City facilities. Represents the City at public meetings and professional organizations. Perform related work as required.

**Other Important Duties**

Keeps abreast of general and specific developments in job field. Maintains registration as a Professional Geologist, Professional Hydrologist or Professional Engineer.

**Environmental Services**

Keeps abreast of general and specific developments in the job field. Evaluates bids for environmental equipment and compliance programs. Reviews and authorizes payment requests from vendors and installers. Forecasts environmental requirements for budgetary, operation and planning purposes as required. Performs after-hours duties, as required. Attends after-hours events as necessary. Acts on behalf of the Environmental Regulatory Compliance Administrator in their absence. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities, and Skills**

Considerable knowledge of the principles and practices of comprehensive or strategic planning. Considerable knowledge of the City's organization and its functions, services, ordinance, policies, and procedures. Ability to review, analyze, and apply federal, state, and local environmental rules and regulations. Knowledge of databases and skill in use of microcomputers and job-related software. Ability to conduct independent studies and analyze complex information. Ability to read and comprehend technical manuals. Ability to manage multiple projects. Ability to organize, guide, and participate in committee and group meetings. Ability to present information effectively, in oral and written communications. Ability to exercise sound, independent judgment. Ability to establish and maintain effective working relationships. Knowledge of water chemistry, hydrology, and geology.

**Environmental Services**

Considerable knowledge of environmental laws, rules, and regulations and their application to the City's facilities. Ability to recognize trends and troubleshoot when necessary. Ability to maintain records and prepare statistical reports. Ability to plan projects, prepare cost estimates, conduct engineering research, make inspections, and prepare progress and accomplishment reports. Ability to plan, assign, direct and review the work of contractors and provide instructions in a manner conducive to high performance and good morale. Ability to establish and maintain effective working relationships. Ability to plan, develop and implement environmental plans and programs and provide the necessary training. Ability to use personal computers and the associated programs and applications that are necessary for successful job performance. Ability to read and comprehend technical manuals. Ability to manage multiple projects. Ability to organize, guide, and participate in committee and group meetings. Ability to present information effectively, in oral and written communications. Ability to exercise sound, independent judgment.

**Minimum Training and Experience**

Possession of a bachelor's degree in civil or environmental engineering, hydrology, geology, or a related field and three years of experience that includes ground water investigations (modeling and subsurface mapping applications), water quality analysis, and storm flow analysis.

**Environmental Services:**

Possession of a bachelor's degree in biological, chemical, physical, or environmental science, engineering, or geology, or a related field and three years of professional experience that includes environmental regulatory compliance.

**Necessary Special Requirements (Not applicable to Environmental Services)**

Possession of registration as a Professional Geologist, Professional Hydrologist, or Professional Engineer in the State of Florida at the time of application or must obtain registration within one year from date of employment.

Must possess a valid Class E State driver's license at time of appointment.

Established: 09-27-08

Revised: 09-09-23