

City of Dallas
Classification Specification

Title:	Environmental Coordinator	Class Code:	06401
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Professional/2	Established:	10/01/05
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Plans, implements, coordinates and maintains under general supervision an environmental program within a city department or the Office of Environmental Quality.

Essential Functions:

1. Develops the city's plans for environmental awareness and helps streamline citywide environmental education efforts.
2. Prepares presentations, and participates in speaking engagements to community and neighborhood groups; maintains web sites.
3. Coordinates with the Public Information Office and local media on the release of the city's environmental activities and news.
4. Researches and assists in the implementation of community sustainability efforts.
5. Performs environmental site assessments and internal audits of city facilities to ensure compliance with federal and state regulations.
6. Serves as a liaison to outside organizations and government entities.
7. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Knowledge of local, state, and federal laws and environmental regulations relevant to the operational unit or functional program and the principles and practices of public administration and management.

Knowledge of Environmental Management Systems.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Establishes and maintains working relationships with city and regulatory agency personnel.

Provides timely and responsive service to OEQ customers (i.e., City departments, citizens, and regulatory agencies).

Must obtain certification, registration, or license in a specialty area, e.g., 40-hr Hazardous Waste Operations and Emergency Response Training and attend 8 hour annual refresher yearly.

Must have Texas Class C driver's license.

Working Conditions and Hazards:

Extensive standing, lifting, carrying, dragging, holding, pulling, pushing, kneeling, twisting of the body, walking, reaching and squatting.

Sloping, slippery, uneven and unstable terrain.

Exposure to ambient cold and heat, noise, or mechanical hazards.

Lifting, carrying, or handling of containerized materials up to 150 pounds.

Exposure to health and physical hazards.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.