

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Environmental Coordinator III</b>	<b>Class Code:</b>	<b>06403</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>K</b>
<b>Supplemental/Code:</b>	<b>Supervisory/0</b>	<b>Established:</b>	<b>10/01/05</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

Develops, implements, and manages an environmental program for a large department or within the Office of Environmental Quality in support of the City's Environmental Management System.

**Essential Functions:**

1. Establishes short-, mid-, and long-term goals and objectives; develops guidelines, procedures, rules and regulations; develops schedules, priorities, and standards for achieving established goals; coordinates and evaluates program activities.
2. Tests the assumptions of the system, drafts policies, and makes presentations to department director and other city officials for inclusion in the City's Environmental Management System.
3. Provides technical guidance and training to lower level environmental personnel.
4. Plans, assigns, and supervises the activities of subordinate staff.
5. Identifies needed areas of change and makes recommendations to improve operations. Directing others to implement corrective action, responsibility.
6. Serves as a member of the internal audit team for the City's EMS and EPA Consent Decree.
7. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work:**

Thorough 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.

Thorough 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 have 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.

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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.