



**City of Dallas  
Environmental Coordinator**

**\*\* Non-Civil Service Position \*\***

**Submission Deadline: April 20, 2015**

The City of Dallas has an immediate opportunity for an Environmental Coordinator in the City's Office of Environmental Quality. The City of Dallas is a leader in environmental stewardship and the Office of Environmental Quality serves as a resource to City departments on environmental management of properties, environmental compliance, ISO standards and environmental sustainability.

This Environmental Coordinator position provides support for the Environmental Due Diligence program, Municipal Setting Designation (MSD) Program, and will support departments with management of environmental liabilities. The City purchases and manages numerous properties and this position will assist with management of Phase I and Phase II environmental site assessment projects for City departments prior to acquiring and developing property. Duties will include verifying the presence or absence of chemicals in soil, groundwater or building materials on the properties and ensuring compliance with ASTM 1527-13 and EPA's All Appropriate Inquiry (AAI) standards and TCEQ Texas Risk Reduction Program (TRRP). Turn key services include obtaining and reviewing proposals from environmental consultants, managing the contractors, and reviewing reports for regulatory compliance. This position will also provide technical guidance for various soil and groundwater investigations to protect groundwater and surface water quality. This position will also assist with development of a GIS database of soil and groundwater data in coordination with various City departments that conduct subsurface activities and generate soil to be disposed of at McCommas Bluff Landfill. This position may also assist processing applications received for the MSD program in compliance with the general MSD ordinance and interact with applicants to resolve deficiencies. The MSD program supports redevelopment of brownfield or perceived brownfield properties by using a city ordinance to restrict groundwater use related to property activities. Duties also include providing general technical guidance on environmental issues associated with City property and managing environmental records.

**POSITION SPECIFIC EXPERIENCE:**

Job experience is preferred in at least one of the following:

- Environmental property assessments including Phase I / Phase II ESA preparation and reviews
- Groundwater, soil and/or sediment sampling
- GIS Database entry and analysis
- Environmental support for an operating landfill
- Managing investigations and remediation under Texas Risk Reduction Program (TRRP)
- Preparation of MSD applications for the City of Dallas

Experience interacting with TCEQ, executives, consultants, and contractors is a plus and the applicant should possess excellent verbal and written communication skills, including the ability to prepare and deliver presentations.

When you work for the City of Dallas, the 9<sup>th</sup> largest city in the U.S., you are right in the middle of a rich cultural scene and world-class venues, against the backdrop of a vibrant, activity-rich urban environment. The City offers benefits including health, retirement, pension and paid time off, as well as fitness centers, medical clinics and an onsite credit union.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** Bachelor's degree in architectural, engineering, environmental or life science fields.

**EXPERIENCE:** Experience in any of the following environmental areas is a plus: ISO 14001 programs; compliance monitoring, inspection or auditing; compliance program development; training program planning/implementation; pollution prevention programs; coordinating special events involving public participation; public presentations; sustainability program monitoring, development, planning or implementation; report writing; permit preparation; air emission inventory development; ground water/soil investigation and remediation; or coordination with state and federal agencies.

The position requires effective oral and written communication skills, MSOffice or similar software skills, a valid driver's license and good driving record. This position must obtain a forty (40) hour HAZWOPER certification within six (6) months of hire, if not already obtained.

**Application Submittal: This position will close at 5 pm on Monday, April 20, 2015.** Interested qualified candidates **MUST** submit application online via Neogov at:

<http://agency.governmentjobs.com/dallas/default.cfm>

**All applications to be considered must be submitted by the position closing date of April 20, 2015.**