

City of Dallas
Classification Specification

Title:	Environmental Coordinator II	Class Code:	06402
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Professional/2	Established:	10/01/05
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Plans, develops and implements comprehensive environmental training and outreach programs for city departments and the community; develops materials, presentations, workshops, and all programs associated with the initiative.

Essential Functions:

1. Assists in establishing short-, mid-, and long-term goals and objectives; develops guidelines, procedures, rules and regulations; developing schedules, priorities, and standards for achieving established goals; coordinates and evaluates program activities.
2. Assists in the management, development, and implementation of Office of Environmental Quality's initiatives, to include the City's Environmental Management System in compliance with established rules and regulations.
3. Develops regulatory guidelines, procedures, policies, and/or rules and regulations, and monitors compliance with policies and procedures.
4. Assists in the development and coordination of an internal audit team for the City's EMS and EPA Consent Decree.
5. Assists departments with environmental compliance including auditing and regulatory tracking.
6. Assists in completing facility environmental compliance follow-up assessments and inspections on City facilities.
7. Assesses, develops and implements citywide environmental training initiatives and tracks and analyzes the results of these trainings.
8. Identifies needed areas of change and makes recommendations to improve operations.
9. Prepares environmental technical reports as required.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Knowledge of federal, state, and local laws and regulations relevant to the City and the principles and practices of public administration and management.

Knowledge of the environmental management system, environmental rules and regulations.

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.

Must have the 40-hr Hazardous Waste Operations and Emergency Response Training certifications and complete the 8 hour annual refresher

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.

