

**COMMUNITY SERVICES DEPARTMENT
ADMINISTRATION DIVISION
ENVIRONMENTAL PROGRAMS COORDINATOR**

GENERAL DUTIES: Under general supervision of the Community Services Director, manage a comprehensive environmental protection program in the areas of solid waste, energy and natural resources conservation, and water conservation and resource use.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance - Follows the policies, rules and regulations of the City and department.

Safety- Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Implement the City's Source Reduction and Recycling Element (SRRE).
2. Manage the City's solid waste recycling contract, implement various recycling and source reduction programs including household hazardous waste, water and energy conservation, in order to achieve environmental and economic benefits.
3. Coordinate with garbage and recycling contractor to further develop the recycling opportunities for curbside, multi-family, and commercial/industrial collection programs.
4. Respond to residents, businesses, and City staff regarding Gilroy's solid waste, water and energy conservation programs through telephone/letter requests, and the counter. Respond to complaints regarding solid waste violations which include illegal dumping and unsightly litter.

5. Prepare the City's quarterly curbside recycling report using data collected from South Valley Disposal and Recycling.
6. Maintain an energy tracking computer program for documentation of all City energy usage, and prepares a quarterly energy report. Prepare and track all electrical and gas invoices for payments.
7. Administer public education material to the residential, commercial and industrial sectors of Gilroy using the following methods: developing brochures, fact sheets and other collateral materials, provide presentations to public schools, businesses, community events, and coordinate with the local media to achieve greater community awareness of Gilroy's conservation programs.
8. Reduce the energy and water usage of Gilroy's residential community to meet or exceed the City's reduction goals through an ongoing educational program.
9. Serve as a voting member on the County's Technical Advisory Committee representing the City of Gilroy in regards to solid waste and other environmental issues. Serve on additional countywide subcommittees as required.
10. Manage and prepare contracts with consultants for various environmental program-related projects.
11. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Operate a personal computer using word processing and spreadsheet software.
2. Customer service skills.
3. Technical skills in Source Reduction and Recycling Element (S.R.R.E).
4. Meet operation deadlines in accordance with prescribed goals and other objectives.
5. Public speaking involving audiences of various ages and economic backgrounds.

KNOWLEDGE: Knowledge of:

1. Solid waste management, recycling, water conservation, general areas of energy conservation, solid waste management, urban beautification, and household hazardous waste materials.

2. Federal, state, and local laws, rules, and regulations affecting environmental programs.
3. Contract and grant administration principles.
4. Modern principles of organization, administration and management; local environmental, political, and planning issues of concern to the City.

ABILITIES: Ability to:

1. Establish and maintain effective working relationships with supervisor, co-workers, other departments, outside agencies, and the general public.
2. Express oneself clearly and concisely, both orally and written.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include, but are not limited to the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. 10-key adding machine
7. Facsimile machine
8. Typewriter
9. Postage meter and scale
10. Lettering machine
11. Dictation/transcription equipment
12. Binding machine
13. Polaroid camera
14. Digital camera
15. Paper shredder
16. Paper cutter
17. Specialized computer software
18. Tables and chairs
19. Display equipment, easels, boards, etc.
20. Automobile, truck or van
21. Presentation equipment, microphones, overhead projectors, tape recorder, etc.

PHYSICAL DEMANDS:

Under typical office and field conditions, employee will perform the following physical activities which include handling files, books, binders, and sometimes boxes of work-related material:

1. Sitting, for prolonged periods of time while working at the computer or attending meetings
2. Walking
3. Standing, while making presentations or when working in a booth at a community event

4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying, boxes of informational pamphlets/materials for display at community event booths
9. Pushing/pulling, boxes of informational material during setup and breakdown of booth
10. Lifting, up to 25 lbs., during presentations or when setting up for a community event booth
11. Driving, to meetings and community events throughout the County
12. Speed, in meeting deadlines and using office equipment

SENSORY DEMANDS:

Under typical office conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder/cutter, camera, or radio. When working and traveling in the field, all senses are used, especially when responding to complaints of illegal dumping or littering throughout the City:

1. Seeing
2. Speaking/Hearing
3. Touching
4. Smelling

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, radios and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during presentations or when attending meetings, trainings, seminars, or public information events, less than 10% of the time.
2. Travel: Varying conditions in an automobile or plane, less than 10% of the time.
3. Flooring: Carpeting, linoleum, tile, wood, asphalt, grass, rock, uneven surfaces, etc.
4. Noise Level: Varying low to medium equipment noise at public events or when conducting presentations either, indoors or outdoors.
5. Lighting: Normal outdoor conditions, and some exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provide by vehicle.
7. Dust or Fumes: Normal to high outdoor levels of pollen, dust, or vehicle exhaust.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment

such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, postage meter, paper shredder, paper cutter, camera and automobile. When traveling or working in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office or field environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Education and experience equivalent to a Bachelor's Degree in Environmental Studies, Chemistry, Chemical Engineering, Biological Science, Public Administration, or a related field and two (2) years experience promoting, developing, and implementing environmental programs or other programs which included significant public contact.
2. Pass a post-offer medical examination, which includes a drug test.
3. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
4. May be subject to work evenings and weekends when participating in community events, attending Council meetings or other agency meetings.
5. Pass a Department of Justice criminal record check for employment.
6. Prefer non-tobacco user.

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