ENVIRONMENTAL SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for applying for grants and funding, and soliciting the input and involvement of the community for the City’s environmental protection and compliance programs. Under the direct supervision of the Deputy Director, this individual works with the Environmental Protection Agency focusing on environmental contamination and land use planning issues. Work deals directly with the public and the regulatory community including federal, state and local agencies. Independent judgment is used in dealing with specific problems and in developing policies and practices that will affect the outcome of the project. Supervises the Environmental Services Specialist(s).

TYPICAL WORK ACTIVITIES:

- Oversees the Working Committee and provides leadership, support and guidance for the activities of the working group, including inventory and evaluation/prioritization of sites;
- Develops and maintains a comprehensive inventory of related sites;
- Coordinates with local, state and federal programs including Voluntary Cleanup Program, New York State Bond Act Programs, USEPA, Brownfields Revolving Loan Fund, etc.;
- Oversees the collection, organization and maintenance of database information;
- Coordinates Mapping and Geographic Information Systems and environmental sub-consultants for the projects as needed;
- Prepares community involvement plan which outlines public outreach efforts related to environmental grants, including narrative, charts and maps;
- Uses computer programs and database for required reports and statistics;
- Oversees the progress reports for submittal to EPA;
- Acts as a resource person in the City for environmental protection grants;
- Enters and retrieves information in an automated information system;
- Performs other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of principles and practices of environmental and community planning and project management;
- Good knowledge of environmental, urban and community planning;
- Working knowledge of personal computers and office equipment;
- Experience in applying for grants and funding and soliciting the input and involvement of the community;

SEE REVERSE SIDE
• Ability to analyze environmental and related issues;
• Ability to understand and interpret federal, state and local environmental legislation, rules and regulations;
• Ability to operate necessary computer programs to generate reports;
• Ability to express oneself clearly and concisely both orally and in writing;
• Ability to establish effective working relationships with state and local agencies and the community;
• Ability to confidently deal with and communicate with the public;
• Possess an assertive manner;
• Possess tact and courtesy;
• Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree in environmental studies or related field; OR

B. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in environmental studies or related field and (2) years of experience involving environmental revitalization, economic development, rehabilitation, planning or related field; OR

C. Graduation from high school or possession of a high school equivalency diploma and four (4) years experience as described in (B) above; OR

D. Any equivalent combination of training and experience as defined by the limits of (A), (B), or (C) above.

NOTE: Must possess a valid New York Motor Vehicle License and may be required to provide personal transportation.

Must possess EPA Lead Certification.