

ENVIRONMENTAL PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position assists in the development and coordination of environmental programs and areas of concern within the Department of Environmental Facilities. Among the responsibilities, are planning, directing and evaluating a broad range of environmental projects such as recycling, odor mitigation, gas utilization, airport runoff recovery, etc., or may focus on a specific environmental project. An incumbent prepares and processes grant applications for State and Federal assistance funds. An incumbent deals with problems which might arise in the area of environmental projects. Staff supervision may be exercised over various project and program leaders on an "as needed" basis. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, coordinates and evaluates environmental projects; develops plans and procedures, collects data and information, maintains records, as assigned;

Supervises, prepares, reviews and collects technical tables, charts, graphs, maps and operational data on the County Solid Waste Plan and updates them as changes occur in community collection, disposal and recycling patterns; collects and analyses information regarding the quality of wastewater effluent;

Serves as a resource to local municipal officials and community groups on methods of establishing, expanding or improving waste recycling efforts; educates and promotes recycling at the community level through presentations, seminars, etc.;

Prepares and assists in the preparation and distribution of recycling promotion materials such as brochures, pamphlets, posters, press releases, etc;

Cooperates with authorities from neighboring states and counties to formulate regional waste reduction policies and eliminates inter and intra-state barriers to increased recycling particularly in the processing and sale of recyclable materials;

Confers with authorities from neighboring states, counties and community groups to consider policies, technologies and practices to improve the quality of wastewater effluent;

Organizes and maintains project progress charts and logs for such projects as recycling, odor mitigation, BNR, landfill and ashfill closing, gas utilization;

Establishes schedules for purchase of equipment and materials; assures that project support equipment is on hand for environmental programs;

Assists with the preparation of environmental impact assessments for residue and demolition landfills, thermal reduction centers, transfer stations, water and wastewater treatment facilities; may oversee and coordinate environmental assessment preparation by consultants; may coordinate projects with Planning Commissioners staff;

EXAMPLES OF WORK: (Illustrative Only) (con't)

Maintains contact with County Departments, such as Planning, Public Works, Transportation, etc., to coordinate planning on projects which may impact natural resources and the environment, including plant siting, bus routing, airport runoff remediation, etc;

Uses computer applications or other automated systems such as spreadsheets, word processing, e-mail, word processing, e-mail and database software;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of Federal and State environmental and grant regulations; good knowledge of the Westchester County Solid Waste Management Plan; good knowledge of the Federal Clean waters Act; good knowledge of public relations and community relations; ability to coordinate technical data collection and dissemination with other departments; ability to deal effectively with all levels of government and the public; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets; word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; initiative; good judgment, ability to work well with others; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and two years experience in management which included data collection and evaluation, promotion and marketing.

SUBSTITUTIONS: A Masters Degree* may be substituted at the rate of 30 credit hours per one year of experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree granting-institution.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's license.

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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J.C.: Competitive
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Job Class Code: C1380
Job Group: X