

City of Dunedin, Florida
Class Description

JOB TITLE: Environmental Specialist I – Sanitation & Recycling
Public Works Department
Sanitation and Recycling Division

GENERAL STATEMENT OF JOB

Under general supervision, develops and maintains programs and implements initiatives toward reducing the environmental impact of City of Dunedin operations and practices. Promotes a sustainable living for the residents and patrons in Dunedin. Works closely with many internal and external stakeholders, including working with the citizens' Committee on Environmental Quality & Sustainability, various city departments, and local businesses and citizenry. Performs related administrative work as required. Supports the Sustainability Program Manager, and executes special projects as assigned by the Director of Public Works or the City Manager. Reports to the Sanitation and Recycling Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Assists with all Public Works Department functions, either directly or indirectly, related to solid waste management, the stormwater utility, streets, facilities maintenance, traffic, and fleet services. Assists and supports the Division of Strategy & Sustainability, either directly or indirectly, related to environmental science, data collection and input, or other programming and planning.

Assists with the coordination and implementation of the City's Sustainability Master Plan; assists with the preparation of Comprehensive Plan amendments pertaining to sustainability; supports programs related to Solid Waste, waste reduction, zero waste initiatives, recycling, composting, and similar programs, and additional projects as assigned by the Public Works Director, Sustainability Program Manager, or the City Manager.

Develops and manages educational programs including workshops and public events related to sustainability initiatives.

Develops brochures, newsletters, and other printed and visual materials for distribution and/or presentation. Acts as a liaison to the Communications Department

Environmental Specialist I, Sanitation & Recycling Division

for content development and maintenance of the Sanitation and Recycling Division webpage.

Assists in the production of public service announcements for educational and public relations purposes.

Develops and maintains high-level documents, and other data, including required reporting to various departments, jurisdictions and the public.

Coordinates efforts with City staff for environmental programs and increasing sustainable efforts; educates staff on sustainability principles.

Assists in preparation of budget, grant applications; verifies and reconciles expenditures of budgeted funds as appropriate.

Represents the City on various environmental committees both internally and externally, including county/state committees such as the Pinellas Partners in Recycling.

Receives and responds to public inquiries regarding department activities in various forms, including but not limited to, personal visits, telephone, or electronic communication.

Encourages environmental program participation via public speaking and coordination with the public events.

Performs other related duties incidental to the work described herein.

Works emergency situations (including weather and other extreme conditions), as required.

ADDITIONAL JOB FUNCTIONS

Assists the solid waste operations as needed, including telephone and dispatch functions.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's Degree with major coursework in Environmental Sciences, Public Administration, Public Relations or directly-related field.

Environmental Specialist I, Sanitation & Recycling Division

Requires at least two years of verifiable work experience in sustainability related public education and marketing or a related field.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Environmental Specialist I. Understands specific City, county, state and federal ordinances as they apply to the duties and responsibilities of the position. Is skilled in applying responsible attention to detail as necessary in preparing records, reports and correspondence. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the ability to speak, write and understand the English language. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Is able to offer assistance to fellow employees as necessary. Knows how to maintain effective relationships with personnel from other departments, other professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to

Environmental Specialist I, Sanitation & Recycling Division

use, operate and/or handle equipment such as a computer, copier, fax machine, telephone, engineer's scale, drafting instruments, etc. Has knowledge of and skill in the use of modern office equipment, including computers. Is able to type accurately at a rate sufficient for the successful performance of assigned duties.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive Pdata and information. Has knowledge of planning and development and land use terminology. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; to perform routine algebraic and geometric operations.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret relatively complex materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment required in situations involving evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some field data collection; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the

Environmental Specialist I, Sanitation & Recycling Division

employer.



Public Works Director



Date