

## **Sustainability Program Coordinator, Public Works & Utilities**

### **City of Dunedin, Florida**

#### **Class Description**

### **JOB TITLE: Sustainability Program Coordinator**

Public Works and Utilities Department  
Solid Waste 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 "green/sustainable" lifestyle for the residents and patrons in Dunedin. Works closely with many internal and external stakeholders, including working with the citizens' Committee on Environmental Quality, various city departments, and local businesses and citizenry. Performs related administrative work as required. Reports to the Division Director of Solid Waste.

#### **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.*

Develops, coordinates and conducts 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. Assists in the development and maintenance of the Solid Waste Division web page.

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

Develops and maintains reports, records, and other data, including required reporting to various departments, jurisdictions and the public.

Coordinates Dunedin's Green Local Government program, promotes Leadership in Energy and Environmental Design (LEED) standards and facilitate implementation of Dunedin's comprehensive environmental policies and strategic goal of sustainability.

Assists staff in defining goals, strategies, performance metrics, and long range plans for sustainability in Dunedin. Compiles an annual sustainability report.

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

## **Sustainability Program Coordinator, Public Works & Utilities**

Represents the City on various recycling and waste reduction committees. Schedules projects with the Division Director.

Performs all duties in compliance with established City and Division policies, procedures, schedules, and safety & quality standards.

Performs computer data entry inputting information and maintaining records.

Keeps supervisor informed of any problems or issues that require immediate attention.

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

Attends training seminars and meetings as required and approved by Division or Department Director.

Types, copies, files and mails various routine and confidential letters of correspondence, reports, specifications, and official documents.

Performs other related duties incidental to the work described herein.

Serves as staff liaison for citizen based committees and county/state environmental committees.

Provides educational outreach for residents at schools, events and HOA's, etc.

Develops brochures, newsletters, and other printed and visual materials for distribution and/or presentation.

### **ADDITIONAL JOB FUNCTIONS**

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

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's Degree in environmental sciences or related field with two years of experience in solid waste or recycling industry.

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

**Sustainability Program Coordinator, Public Works & Utilities**  
**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 Sustainability Program Coordinator. Understands specific City, county, state and federal ordinances as they apply to the duties and responsibilities of the position. Is skilled in applying a 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 and understand the English language.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintain high quality communication and interaction with internal and external entities with whom the position interacts. Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. 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.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgement:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solution to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgement.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra-and inter-departmentally.

### **Sustainability Program Coordinator, Public Works & Utilities**

**Relationships with Others:** Shares knowledge with manager, supervisors and co-workers for mutual benefit. Contributes to maintaining high moral among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

### **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 perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

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

**Sustainability Program Coordinator, Public Works & Utilities**

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 employer.*

  
Public Works & Utilities Director

Date 7/21/16