

**City of San Rafael
Job Class Specification**

Job Title: Environmental Management Coordinator

SUMMARY:

This position coordinates the activities of the Marin County Permanent Household Hazardous Waste (HHW) Facility; organizes West Marin Temporary Collection of HHW Events; coordinates environmental management safety initiatives and environmental hazard reduction; develops and presents environmental management public safety educational outreach; and builds and maintains positive working relationships with stakeholders to ensure that assigned environmental and hazardous materials management coordination efforts are successful.

DISTINGUISHING CHARACTERISTICS:

This is a single class position that will work as a miscellaneous employee within the Fire Department. This position receives direct supervision from the Deputy Fire Marshal.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list below is intended to be illustrative and does not represent an exhaustive list of work duties and responsibilities; other work duties are included as assigned.

- Coordinates environmental management safety initiatives and environmental hazard reduction.
- Develops and presents public educational outreach regarding environmental safety management.
- Coordinates operations and programs associated with the HHW Program. Annually, coordinates and contracts for three West Marin County Temporary Collection of HHW Events.
- Coordinates with contractors to follow established best management safety practices and to meet HHW Title 22 and OSHA hazardous waste worker regulations. Updates and maintains the HHW Facility Operations Manual and related documents.
- Annually reviews agreements for Solid and Hazardous Waste between the Joint Powers Authority (JPA) and HHW Facility Contractor. Provides changes as necessary.
- Coordinates contracts/agreements with environmental management associated contractors.
- Ensures best management practices are followed for the collection, packaging, hauling and disposal of hazardous waste, and that procedures meet applicable local, state and federal regulations.
- Ensures regulatory compliance for assigned environmental management coordination programs with all applicable local, state and federal hazardous materials regulations.
- Coordinates with other agencies and departments regarding environmental management and safety activities.
- Coordinates the HHW Program budget and annual presentation to JPA. Maintains data and provides quarterly and annual reports regarding disposal of waste for the HHW Programs to the City, JPA and outreach efforts.
- Completes and maintains all required associated local, state and federal forms, permits, reports and program files.

- Works with the Fire Department to provide assistance to the public with environment hazard and safety issues.
- Coordinates special environmental hazard and fire safety management projects as assigned.
- Provides consultation services and evaluations regarding environmental and fire management coordination activities.

KNOWLEDGE OF:

- Environmental and fire management safety and environmental hazard reduction.
- Development and presentation of environmental and fire management public education.
- Regulations for the storage, handling, use and disposal of hazardous materials, especially those pertaining to HHW.
- Hazardous waste operations and safety-related standard procedures.
- Preparation of program budgets and contract coordination.
- Injury and illness prevention practices (IIPP).
- MS Office computer software programs.

ABILITY TO:

- Be self motivated, working independently to successfully complete assigned duties and responsibilities in a timely manner.
- Prepare and present environmental management public safety educational programs.
- Be well organized, effectively plan projects and coordinate projects efficiently.
- Work cooperatively with the public and emergency response agencies.
- Create and present reports using gathered program data.
- Express ideas and communicate clearly and concisely, both orally and in writing, and work comfortably with computers.
- Must maintain Hazardous Waste Operations Certificate.

EDUCATION AND EXPERIENCE GUIDELINES:

Any level of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be an equivalent to graduation from a four-year college or university with major coursework in environmental studies or a related field; and/or three years full-time or its equivalent of environmental management coordinator operations experience, or an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the job as listed.

LICENSE/CERTIFICATE

Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record. Maintenance of a valid California driver's license is a condition of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, feel or hold; reach with hands and arms; and talk, hear, taste, or smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee may be required to walk on trails or up and down steep inclines off trails. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee will be issued personal protective equipment (PPE) and is responsible for using the proper PPE in the appropriate environment. Examples of PPE may include a hardhat, hearing protection while in noisy environments, eye protection, and safety shoes.

WORK ENVIRONMENT:

During the course of a day, the employee may visit the HHW Facility where large quantities of hazardous waste is handled and stored.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment includes performing activities in the natural environment and the constructed environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly working in an office environment. The noise level in the office work environment is relatively quiet. However, the HHW Facility is a recycling center located adjacent to a waster transfer station and other intensive materials recycling operations, where multiple ongoing operations tend to have elevated noise levels and odors, with heavy machinery nearby.

FLSA Status: Non-exempt/SEIU

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