CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Environmental Coordinator** **UNION:231**
SG:5
DEPARTMENT: **Public Works, Natural Resources** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Performs a variety of professional and technical work and field duties associated with the development and implementation of the Natural Resources Division's Restoration Program. Develops, recommends and implements program goals and objectives and evaluates effectiveness. Requires advanced knowledge of watershed ecology and environmental sciences as well as a high degree of accuracy since error or negligence may compromise the City's natural resource programs and permits.

SUPERVISORY RELATIONSHIP:

Reports to the Habitat and Restoration Manager, Natural Resources Division of the Public Works Department. Works under general supervision and the guidance of City and Departmental policies and procedures. Works with other City departments and outside agencies to comply with all applicable local, state and federal regulations, policies, guidelines and applicable standards. Administers consultant contracts and supervises the work of lower level staff, interns, work study and/or volunteers.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Determines project and program objectives and approach within defined program parameters, budgets and staffing.

2. Develops, coordinates and implements the restoration and fish passage projects to improve stream, wetland, upland and marine habitat.,

3. Designs and implements environmental monitoring and field studies to evaluate status and trends of water and habitat quality and the effectiveness of restoration and mitigation projects and programs.

4. Originates and manages contracts for consultants for program services including design, permitting, field data collection, sample analysis, data analysis, report writing, general program support, and professional expertise.

5. Writes grant proposals, manages grant implementation, grant reporting and administration.

6. Prepares permit applications for Scientific Collection Permits and other permits as needed to conduct work and implement programs. Directs and coordinates work under relevant permits to ensure regulatory compliance. Prepares and submits all reporting required under permits.

7. Collects a variety of field data, including but not limited to: water quality, vegetation, amphibians, birds, mammals, macro invertebrates, fish and wetlands using standards established by the City of Bellingham and applicable regulatory agencies.

8. Evaluates and interprets monitoring data utilizing a variety of specialized equipment and instrumentation. Uses various computer programs, databases and spreadsheets to validate, analyze and manage data. Writes scientific, technical and programmatic reports for environmental monitoring programs. Analyzes monitoring results to identify problem areas and implement solutions.

9. Plans and conducts quality assurance/quality control to ensure compliance with applicable regulatory guidelines and standards.

10. Serves as the City's Restoration Program representative; coordinates with other City departments, internal and external committees and state and federal agencies such as the Department of Ecology and the US Army Corps of Engineers.

11. Supervises lower level staff, interns, work study and/or volunteers assigned to program area. Assigns, supervises and evaluates work; provides training, develops performance standards and monitors performance. Makes recommendations regarding employment actions, including discipline, as needed. Participates in the selection of new employees.

12. Responds to citizen inquiries regarding restoration projects and environmental monitoring. Prepares information for public consumption and presents information at public meetings and events.

13. Reviews development applications and provides comments and recommendations to City staff and applicants related to the expertise and knowledge associated with the Restoration Program.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Ecological processes, environmental issues and habitat restoration in the Pacific Northwest.
- Physical, biological and chemical monitoring parameters related to water resource management, habitat restoration and quality assurance/quality control principals and techniques.
- Principles of habitat restoration and environmental science, chemistry, and biology and the application of scientific methods including research methods and statistical analysis.
- Appropriate sampling techniques, including assessment of health of wetlands and stream health.
- Working knowledge of applicable state and federal environmental regulations and standards.
- Environmental hazards and necessary safety precautions applicable to work environment.
- Principles, methods and legal requirements of contract preparation, negotiation and administration.

Skill in:

- Excellent oral communications skills to work with a variety of citizens, City employees, outside agencies, contractors and private interest groups.
- Excellent written communication skills to develop and write a variety of reports, technical documents and organizational communications.
- Excellent project management skills, including skill in planning, organizing, evaluating, analyzing problems and implementing plans.
- Proficiency in using software applications such as spreadsheet, database management, geospatial, presentation and word processing programs.

- Supervisory skill including the ability to delegate work and plan, organize and evaluate the work of others.
- Working with accounting data and using statistical information to develop budgets, grants applications and a variety of reports.

Ability to:

- Present complex information in an understandable manner to a variety of citizen groups and outside agency representatives, as well as City staff.
- Independently plan and organize work assignments in order to meet critical deadlines.
- Effectively work with co-workers, consultants, contractors, and the public.
- Maintain records and prepare necessary technical reports.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
    - Perform outdoor data collection duties under inclement conditions;
    - Visual acuity to differentiate and key out aquatic biota;
    - Dexterity to manipulate sampling equipment and computer keyboard;
    - Adequate hearing for telephone and radio communications;
    - Stand for long periods of time, including in streams;
    - Walk up to five miles over and through water and rough terrain on a regular basis;
    - Frequent lifting of up to 25 lbs.

WORKING ENVIRONMENT:

Work is performed in an office setting and outdoors, exposing employee to inclement weather, noise, fumes, construction, traffic hazards and environmental hazards. This position requires the ability to walk up to 5 miles in and around streams and rivers. Employees are required to use appropriate safety equipment and follow standard safety practices.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelors of Science degree in environmental sciences, ecology, natural resources management, fisheries biology, chemistry, general biology, or hydrology. Master's degree is preferred.
- Three years related work experience conducting habitat restoration or improvements and ecological field studies.
- Experience in program development and oversight.
- Experience using a variety of computer software systems (word processing, database, spreadsheet, geospatial tools (e.g. ESRI products).
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at the time of hire, with periodic submission of driving abstract per City policy.
- Employment contingent upon passing a criminal conviction and local background check.

PREPARED BY:
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11/2018

REVIEWED BY:_____

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