

MAJOR FUNCTION

This is specialized professional work requiring both administrative and technical expertise. Work involves assisting in the development and implementation of environmental and energy policies, plans, and programs. An individual in this position is expected to work independently in carrying out specific program responsibilities and exercise independent judgment to meet program objectives. Work is reviewed through reports, conferences, and results of established program objectives.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Reviews proposed federal, state, and local rules and regulations and develops independent analyses regarding impacts on City operations. Assists in the development of environmental policies that impact City operations. Participates in strategic planning processes in the development of a Citywide green plan. Conducts literature reviews, analyzes research data and prepares reports to support program initiatives. Assists in the establishment of goals and performance measures for program measurement and verification. Coordinates implementation of ISO14001 certification program for environmental management systems. Responsible for evaluation and selection of candidates for process. Confers with department directors and managers for establishment of department project team, conducts training sessions for team members, directs data collection and analyses, recommends process changes where applicable to department management staff, documents process, and submittal to ISO for certification. Serves as project coordinator of designated projects for remediation efforts as required under Administrative Orders of Consent and serves as liaison to federal and state agencies. Schedules contractors, recommends change orders, and approves payments. Serves as Well Head/Aquifer Protection Coordinator and advises staff of the Underground Utilities Department on actions to protect the quality of water at municipal potable wells and to prevent the degradation of the local groundwater aquifer. May direct field data collection for well inventories, conduct groundwater investigations and prepare written reports for management review. Leads project teams and assigns or delegates responsibilities to team members. Represents the City at professional conferences and meetings and on committees for professional organizations. Performs related work as required.

Other Important Duties

Keeps abreast of general and specific developments in job field. Maintains registration as a Professional Geologist, Professional Hydrologist or Professional Engineer.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities, and Skills**

Considerable knowledge of the principles and practices of comprehensive or strategic planning. Considerable knowledge of the City's organization and its functions, services, ordinance, policies, and procedures. Ability to review, analyze, and apply federal, state, and local environmental rules and regulations. Knowledge of databases and skill in use of microcomputers and job related software. Ability to conduct independent studies and analyze complex information. Ability to read and comprehend technical manuals. Ability to manage multiple projects. Ability to organize, guide, and participate in committee and group meetings. Ability to present information effectively, in oral and written communications. Ability to exercise sound, independent judgment. Ability to establish and maintain effective working relationships. Knowledge of water chemistry, hydrology, and geology.

Minimum Training and Experience

Possession of a bachelor's degree in civil or environmental engineering, hydrology, geology, or a related field and three years of experience that includes ground water investigations (modeling and subsurface mapping applications), water quality analysis, and storm flow analysis.

Necessary Special Requirements

Possession of registration as a Professional Geologist, Professional Hydrologist, or Professional Engineer in the State of Florida at the time of application, or must obtain registration within one year from date of employment.

Must possess a valid Class E State driver's license at time of appointment.

Established: 09-27-08