



CLASS SPECIFICATION FOR:

Environmental Management Coordinator

General Statement of Duties:

Performs complex advanced work managing the environmental practices, programs and compliance efforts as well safety and risk reduction programming Countywide, including Henrico Public Schools; does related work as required.

Distinguishing Features of Class:

Directs, implements, and coordinates the County's increasingly complex Environmental and Sustainability Management Programs in order to centralize environmental management activities and records through the development of a Countywide environmental management system. Responsible for developing, implementing and coordinating environmental management practices, pollution prevention plans, environmental assessments, remediation projects and compliance audits. Works closely with General Government employees at all levels, Public Safety personnel, HCPS employees, contractors and vendors, as well as County key officials and outside officials. Performs highly responsible work independently, with wide latitude for planning and making technical judgments. General supervision and policy guidance are received from the Risk Manger.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Serves as first responder during environmental release and response and as primary contact for regulatory agencies for notification, mitigation, reporting and related inquiries and activities;
- Identifies mitigation options, determines appropriate response, identifies response resources, coordinates response resources and manages County's response;
- Develops or assists with the development of sustainability efforts with a goal of costs savings, energy use reduction, pollution prevention, safety and risk reduction, and water conservation;
- Develops and maintains County's policies and procedures to reduce County's environmental risk and liability;
- Tracks County's environmental assets, facilitates required related training and/or certification efforts, completes related reporting, and ensures ongoing certifications as required;
- Designs, facilitates and maintains environmental sustainability and compliance related training programs for a wide variety of environmental programs and certifications and maintains all related records to ensure ongoing certification and up-to-date knowledge for County personnel;
- Manages a diverse variety of programs with environmental impact;
- Conducts compliance audits and inspections to ensure County government and schools operate in compliance with all applicable local, state and federal environmental requirements;
- Works with consultants to audit County operations in the Environmental Management System and area of environmental compliance;
- Handles reporting to regulatory agencies for mandated reporting, event mitigation, and certifications;
- Reviews capital projects' plans for environmental impact of project's equipment and systems;
- Develops specifications for environmental services contracts and work with Purchasing Division on RFP, bids and contract awards;
- Manages environmental consultants and contractors to complete environmental projects according to contract and all applicable regulatory requirements;
- Ensures contractors and vendors have required liability insurance and certifications prior to beginning project and complete project to specifications before approving payments;
- Responds as required in the event of a disaster or emergency for damage assessment and safety consultation; may be required to work at the County Emergency Operations Center;
- Maintains current comprehensive knowledge of OSHA/VOSH regulations, DOT standards, all applicable local, state and federal safety regulations; compliance and safe work practices;
- Participates in continuing education as required to maintain all required certifications;
- Maintains extensive knowledge of County department operations, including Public School operations, to recognize and mitigate potential environmental risks and ensure ongoing compliance with applicable regulatory requirements;
- Maintain comprehensive knowledge of all local, state and federal acts regulating and impacting County operations;
- Maintains active effective working relationships with other localities and regulatory agencies;
- Performs other duties as assigned.



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Environmental Management Coordinator

Required Knowledge, Skills and Abilities:

Extensive knowledge of local, state and federal environmental regulations including the Clean Air Act, Clean Water Act, Resource Conservation and recovery Act, Emergency Planning and Community Right-to-Know act, Toxic Substance Control Act, Safe Drinking Water Act, Federal Insecticide Fungicide and Rodenticide Act, Hazardous Material Transportation Act, and Comprehensive Environmental Response Compensation and Liability Act; thorough understanding of environmental management systems; demonstrated excellent project management skills with the ability to manage diverse environmental projects and programming and ensure ongoing compliance with all applicable regulations; technical writing skills to develop programming, policies and procedures; extensive knowledge of the principles and practices of safety administration, risk analysis, OSHA and other regulatory mandates as applied to local government; demonstrated thorough technical knowledge and expertise required to make safety and compliance inspections of the County's environmental impact sites and to recommend corrective actions; ability to accurately interpret and enforce environmental regulations; sound critical thinking and problem solving skills with the ability to appropriately resolve a variety of questions and issues within established policies, guidelines, requirements and procedures; demonstrated ability to thoroughly research issues and identify viable cost-effective solutions; sound professional judgement with demonstrated ability to consider and weigh multiple types of data and an array of relevant factors and make accurate appropriate determinations and recommendations; strong computer skills with ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; excellent oral and written communication skills and excellent interpersonal skills to establish effective working relationships, give presentations to diverse target audiences, and routinely interact with all levels of County employees, County Officials, regulatory agency personnel, vendors and contractors, the media and the public; excellent political savvy and astuteness; ability to establish and maintain complex compliance programming and balance regulatory requirements with economic and environmental concerns; ability to complete audits; ability to produce reports; ability to persuade and encourage voluntary participation in environmental management and compliance programs; ability to don and doff a wide variety of protective equipment and clothing; visual, auditory and physical abilities such as climbing, crawling, stooping and otherwise traversing a variety of field location work sites with a diverse array of potentially hazardous conditions; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain a good working relationships with all levels of County employees and officials, vendors, and other relevant stakeholders; personal accountability; and excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy in all interactions with internal and external stakeholders presenting with varying roles and levels of knowledge and understanding of environmental issues and compliance. Must be able to positively and appropriately represent the County and other stakeholders. Requires the ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Four (4) year degree in environmental engineering, environmental management or other relevant field;

Experience: Four (4) of relevant professional experience including one (1) year supervisory experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Valid driver's license issued by the State of Virginia.
- Current First Aid and CPR certifications.
- Other certifications necessary to facilitate training programs.
- Physical abilities, including visual and auditory, necessary to safely access and inspect work conditions in a diverse array of situations and potential hazards.
- May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory demands and/or physical hazards of the position.
- Sustainability Professional Certificate preferred.
- Requires the ability to work a flexible schedule as needed.