City of Peoria
HUMAN RESOURCES

# **Title:** Sustainability and Water Conservation Coordinator

**FLSA STATUS:** Exempt from overtime under Fair Labor Standards Act (FLSA).

**SUPERVISION RECEIVED AND EXERCISED:**

- Receives direction from Water Services Director and/or Engineering and Sustainability Manager.
- Exercises direct supervision of professional and para-professional staff.

**MINIMUM QUALIFICATIONS:**

- **Education:** Graduation from an accredited college or university with a Bachelor's Degree in Environmental Sciences, Landscape Architecture, Urban/Regional Planning, Sustainability, Natural Resource Management, Public or Business Administration, or a degree closely related to the core functions of the position.
- **Experience:** Requires three or more years of full-time work experience in conservation, environmental, and sustainability management, which includes planning and developing programs and/or managing projects.

**PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience.
- Five or more years of full-time work experience of the type listed above in Minimum Qualifications
- Certified Energy Manager, LEED AP, or any professional landscape certifications such as Irrigation Association Water Auditor, Certified Arborist or Master Gardener (Water Conservation Assignment).

**JOB SUMMARY:**

This position performs professional work related to management of the citywide sustainability and water conservation programs including: coordination with multiple departments to set policy, goals, and direction; initiating and performing strategic planning, development of programs and projects; providing technical expertise, guidance, research, and support; managing projects and programs to provide education, communication, knowledge distribution and physical improvements; working with citywide groups including business interests, owners associations, clubs, and other interested parties; initiating, negotiating and facilitating contracts, grants, and intergovernmental agreements; participation in external committees and/or regional and statewide partnerships; interpreting codes and standards; supervision of staff, assigning tasks and projects and coordination of their efforts; development, tracking, and

management of budgets including cost estimating and coordination with other programs; and other tasks and duties as assigned.

## ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

| # | Essential Functions |
|---|---|
| 1 | Plan, manage and coordinate the implementation of a wide variety of complex sustainability programs and projects related to water conservation, sustainable development, energy efficiency, renewable energy, green infrastructure, facilities retrofits and audits, and educational outreach. |
| 2 | Work with considerable independence and perform a full-range of duties including acting as the City's representative in areas related to citywide, regional, and statewide efforts on conservation and sustainability programs. |
| 3 | Determine the water conservation program direction, performance and goals by identifying areas for improvement to ensure implementation of quality customer service and cost-effective water saving strategies. |
| 4 | Provide technical assistance, promote sustainability, and chair regularly scheduled meetings with representatives of other city departments with the intent of promoting and coordinating citywide sustainability and conservation efforts. |
| 5 | Make presentations to City Council, staff, professional organizations, and the public while presenting complex technical information and data in a format that is understandable to a variety of audiences. |
| 6 | Update and maintain the Sustainability Action Plan and the Water Conservation Plan. |
| 7 | Interpret conservation codes and standards, analyze and recommend to management the benefits, alternatives and financial impacts of projects and programs. |
| 8 | Prepare, implement, and manage the Sustainability Program and Water Conservation budgets, determine expenditure priorities, and provide fiscal reports to supervisor. |

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## PHYSICAL DEMANDS AND WORK ENVIRONMENT:

| Physical strength for this position is indicated below with "X" | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 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. | | | | | | | | | |
| **Sedentary** | **X** | **Light** | | **Medium** | | **Heavy** | | **Very Heavy** | |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. | |

| Work Environment for this position is indicated below with "X" | | | | | | | |
|---|---|---|---|---|---|---|---|
| The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | | | | | | | |
| **Office** | **X** | **Outdoors** | | **Vehicle** | | **Office and Field/ Plant/ Warehouse** | |
| Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions. | | Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration. | | Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel. | | The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation | |

## MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle, global logger, engineer's scale.

## PROTECTIVE EQUIPMENT REQUIRED:

None.