



# City of Peoria

## HUMAN RESOURCES

### **Title:** Environmental Coordinator

**FLSA STATUS:** Exempt from overtime under FLSA.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Environmental Resources Supervisor.  
This is a non-supervisory job classification

**MINIMUM QUALIFICATIONS**

- **Education:** Two-year Associates degree or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:**
  - Hazardous Waste Operations and Emergency Response Certification (HAZWOPER) upon hire. Valid AZ Drivers License upon hire.

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

- Experience in a municipal or government setting.

**JOB SUMMARY**

The purpose of this position is to develop, design, update and implement one or more of the City's environmental programs, including water conservation, water resources, and recycling, and to maintain compliance with all local, state, and federal regulations. Promotes City's recycling, hazardous waste, and water conservation programs through education, presentations, field trips and special events; plans and executes hazardous waste collection program; inspects homes for program compliance; analyzes data; writes procedures and reports; prepares brochures, memos, curriculum, teaches classes, and makes program recommendations; monitors program budgets; represents the City and department with outside organizations; communicates with outside vendors; purchases supplies; acts as liaison to related municipal and professional organizations for other events such as shredding, electronics, and prescription drop off events; researches trends; analyzes and continuously revises programs; acts as program spokesperson.



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### 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	Plans and executes HHW Events.
2	Conducts presentations, field trips, and special events; develops teaching materials.
3	Gathers data for monthly and other reports; responds to customer questions and emails.
4	Inspects homes for compliance.
5	Develops, prepares, and makes suggestions for brochures, flyers, and media campaigns.
6	Represents the City and Department with outside organizations on related topics.
7	Teaches classes.

### 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	Light	Medium	Heavy	X	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	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse	X
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	



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

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle, forklift, heavy-duty stapler, shovel, push broom, TV monitor.

### **PROTECTIVE EQUIPMENT REQUIRED:**

None required.