



TOWN OF LOS GATOS

ENVIRONMENTAL PROGRAMS SPECIALIST

Class Code: 4705
Department: Parks & Public Works
Supervisor: Parks and Public Works Operations
Manager

Bargaining Unit: T.E.A.
FLSA Status: Non-Exempt

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

CLASS SUMMARY

Under direct supervision, the Environmental Programs Specialist coordinates the implementation of current environmental initiatives for the Town and participates in planning efforts for future environmental initiatives. Examples of initiatives include municipal sustainability; recycling; waste management; stormwater management; air quality permitting and compliance; resource conservation and development; legislative advocacy; and community outreach and education. The Environmental Programs Specialist develops, implements, and manages the Town's environmental initiatives, including the Growing Greener and Green Business Programs, and produces reports for internal and external distribution. The Environmental Programs Specialist works closely with staff from the Community Development Department, offices of the Town Manager and Town Attorney, as well as other local governments, outside agencies, businesses, schools, and residents. The Environmental Programs Specialist also oversees the Department's Safety Training Program, identifies safety training needs and implements training to ensure compliance with state and federal mandates; uses online training management tools to track and monitor employee participation/compliance with training requirements; and serves on the Town's Safety and Health Committee.

This job class requires some related experience in environmental services and/or protection with a public agency or private business.

SUPERVISION RECEIVED AND EXPECTED

Receives general and technical supervision from the Parks and Public Works Operations Manager. Acts in a lead role for interns and program part-time staff, and may provide technical and functional direction to field staff and volunteers.

CLASS CHARACTERISTICS

The Environmental Programs Specialist is a single position class responsible for coordinating and implementing environmental initiatives and programs; and community outreach and education efforts that support these initiatives and programs. Incumbents in this classification may design and develop new and modified programs; act as the lead to assigned program areas; provide specialized and knowledgeable technical assistance to other programs, teams, divisions, and/or departments; and represent the Town's environmental services programs and interests as assigned. This classification requires experience in designated environmental program areas, as well as demonstrated knowledge of the Town and the departmental operations and policies.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Plans, organizes, and directs assigned programs and/or project activities related to sustainability, recycling, stormwater and waste management, air quality, permitting, compliance, and enforcement, including functions such as: contract management, monitoring, and compliance; legislative advocacy and tracking; policy planning and development; technical and specialized research and analysis; program design and development; customer service and outreach; data collection and analysis; and presentation of technical and specialized data.
- Conducts and participates in program outreach and education efforts and related activities; participates in the development and implementation of plans, programs, and activities to preserve environmental resources for public environmental protection; collects, monitors, analyzes, and evaluates environmental program data using a variety of statistical methods and techniques.
- May assign work activities, projects, and programs to appropriate staff; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Participates as a knowledgeable, cooperative, and supportive member responsible for assisting in developing and implementing departmental and program goals, objectives, policies, procedures, and activities, providing technical and specialized input to department efforts; may act as a team leader.
- Develops written plans and reports for a variety of environmental programs and initiatives, including sustainability, recycling, waste management, air quality, permitting, compliance, and enforcement.

- Designs and develops a variety of materials and activities to promote, implement, and evaluate environmental programs in a manner that will enhance public awareness, educate citizens on relevant environmental issues, and encourage proactive and cooperative problem-solving activities.
- Manages the Town's recycling program, including leading efforts to improve processes, communication, and programs to increase landfill diversion rates.
- Gathers, researches, organizes, and disseminates information. Conducts surveys and studies and analyzes data used to develop recommendations and program changes.
- Prepares and presents written reports and presentations to the Town Council, Town Commissions, advisory bodies, business organizations, schools, and neighborhood and community groups.
- Develops and recommends policies to support Town goals and ensures adherence to these goals, as well as federal and state regulations.
- Increases knowledge base and learns new skills in a continuous effort to become a more productive team participant and subject matter expert.
- Serves as the Town's primary point of contact for inquiries, requests, and concerns from the public. Researches and coordinates responses with appropriate Town staff.
- Researches and prepares submittals for grants; develops and implements activities and programs awarded by the grants.
- Reviews and analyzes proposed legislation and regulatory issues; recommends appropriate course of Town action; develops and advocates Town's position on legislation and/or regulatory issues.
- Participates in the preparation of assigned program budget, assists in budget implementation, and tracks and monitors program budget.
- Oversees, coordinates, and manages the work of consultants and contractors performing specialized and necessary work in environmental services.
- Coordinates the Department's Safety Training Program, including identifying safety training needs and implementing courses to ensure compliance with state and federal mandates; uses online training management tools to track and monitor employee participation/compliance with training requirements; and serves on the Town's Safety and Health Committee.
- Represents the Town to outside agencies and organizations, professional, and industry groups and committees; provides specialized technical assistance and advice as necessary. Attends

meetings with these organizations to help develop solutions to problems or issues of mutual concern.

- Researches and prepares technical and administrative reports and presentations; provides supporting documentation which may include statistical and/or scientific analysis; prepares written correspondence and/or position papers upon request.
- Builds and maintains positive working relationships with co-workers, other Town employees, organizations and their representatives, and the general public, exhibiting exceptional customer service and communication skills.
- May be assigned as a Disaster Service Worker, as required.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the work.
- Principles, techniques, and methods required in marketing, promotions, and public and media relations.
- Principles and practices of environmental science and services in specialized areas including, but not limited to sustainability, recycling, stormwater and waste management, air quality, permitting, compliance, and enforcement.
- Principles and practices of program and policy development and implementation.
- Pertinent local, state and federal laws, rules, and regulations as they apply to designated and specialized areas of environmental services.
- Budgeting procedures, techniques, and control.
- Professional level writing techniques including; proper grammar, spelling, vocabulary, and punctuation.
- Principles and practices of scientific and statistical analysis.

Ability to:

- Work independently and in a team setting.
- Analyze data and prepare technical reports; interpret and evaluate technical information; understand laws, regulations, and codes; problem-solve technical issues; explain and interpret technical information.
- Design and implement comprehensive environmental services programs.
- Prepare and administer budgets.
- Interpret, apply, explain, and ensure compliance with State, Federal and local laws, rules, regulations, policies, and procedures.
- Analyze problems, identify alternative solutions, anticipate possible consequences of proposed actions, and implement recommendations in support of goals.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Gain cooperation and agreement through discussion, persuasion, and negotiations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Communicate effectively in person, over the telephone, and in writing.
- Consistently demonstrate professionalism, ethical integrity, and exceptional customer service.
- Celebrate the achievements and success of the organization.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any combination of training and experience equivalent to a Bachelor's Degree from an accredited college or university, and two (2) years of increasingly responsible experience in promoting, developing, and implementing environmental services programs.

License and Certification:

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

PHYSICAL DEMANDS

This is primarily a sedentary office classification although standing and walking between work areas and during events is required. Individual(s) in this class must possess mobility to work in a standard office setting using standard office equipment, operate a motor vehicle to visit various Town and meeting sites; possess visual acuity to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Person(s) must possess the physical stamina to lift and move tables and chairs and arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position in this classification occasionally bends, stoops, kneels, reaches, climbs, and walks on uneven surfaces; and pushes and pulls drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Climbing	Occasionally	Balancing	Occasionally	Stooping	Occasionally
Kneeling	Occasionally	Lifting	25 lbs.	Fingering	Frequently
Crawling	Rarely	Reaching	Occasionally	Standing	Occasionally
Talking	Frequently	Grasping	Frequently	Walking	Occasionally
Hearing	Frequently	Feeling	Occasionally	Pushing	25 lbs.
Crouching	Occasionally	Running	Rarely	Carry	25 lbs.
Pulling	25 lbs.	Seeing	Frequently		

ENVIRONMENTAL ELEMENTS

Employee primarily works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Field work is required that includes exposure to loud noise levels, and cold and/or hot temperatures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of Town facilities.

In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.

The Town of Los Gatos is an Equal Opportunity Employer.