

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**  
**CLASS TITLE: Environmental Coordinator**

BAND: C	GRADE: 4	SUBGRADE: 1	CLASS CODE: J23-7641
DEPARTMENT: Public Services – Solid Waste	ACCOUNTABLE TO: Varies	JOB FAMILY: Maintenance & Operations - Solid Waste	OVERTIME STATUS: Non Exempt
<b>JOB SUMMARY:</b> Incumbents are responsible for planning, developing, implementing and coordinating service delivery within a County program including performing professional or technical duties, responding to the most difficult issues and monitoring service delivery. This is the second classification in a three-level series.			
<b>DISTINGUISHING CHARACTERISTICS:</b> The Environmental Coordinator classification is distinguished by professional level planning, implementing, monitoring and coordinating of service delivery within a County program. The Environmental Coordinator performs a variety of skilled technical activities in programs requiring public or staff compliance with governing laws, rules and regulations. T			
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		BAND/ GRADE
1.	Evaluates program performance including: developing and establishing program goals, priorities and delivery strategies; compiling information, analyzing the effects of legislation on the program; conducting on site evaluations or inspections; and interviewing program contractors. Prepares related reports to ensure compliance with laws and guidelines.	C4	
2.	Researches funding sources; writes proposals, determines needs and administers grants and/or funds raised. Participates in program budget development.	C4	
3.	Develop and implement solid waste public education program which includes: curriculum development, preparation and delivery of public presentations, and workshops; development and maintenance of demonstration sites; development of communication plans; development of informational literature, flyers, press releases and advertisements; design and development of newsletters; answering day-to-day questions of the public; participation in community educational activities and events; and providing technical assistance.	C4	
5.	Develops and maintains working relationships with community, regional, State and national contacts; visits key officials and prepares correspondence. Speaks to community organizations to raise interest and awareness of the particular program. Provides staff support to various advisory boards and committees.	C4	
7.	Recruits, selects, trains, schedules and monitors staff and volunteers. May supervise other employees.	B2	
8.	May perform the work of lower-level positions. Performs other duties as required.	A1	
<b>Knowledge of:</b> (position requirements at entry): Knowledge of:			
<ul style="list-style-type: none"> <li>• Supervisory theories, practices and principles;</li> <li>• Contracting principles and techniques;</li> <li>• Terminology, laws, rules, and regulations governing area of assignment;</li> <li>• Technical program development methods and techniques;</li> <li>• Operational methods, principles, issues and service standards of the area of assignment; and</li> <li>• Customer service techniques and team building concepts.</li> </ul>			
<b>Skills</b> (position requirements at entry): Skill in:			
<ul style="list-style-type: none"> <li>• Using a personal computer and related software applications, and operating basic office</li> </ul>			

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equipment;

- Assigning, monitoring and evaluating the work of others;
- Coordinating work unit activities and handling multiple tasks;
- Developing and implementing long and short range programs;
- Interviewing and counseling clients and applying customer service techniques;
- Preparing and monitoring grants;
- Giving presentations, public speaking, and facilitating meetings;
- Complying with laws, codes, ordinances, and regulations;
- Researching, gathering and analyzing statistics and other information and writing reports; and
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to receive work direction.

### **Training and Experience** (position requirements at entry):

Bachelor's Degree in a related field; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Some positions may require lead or supervisor experience.

### **Licensing Requirements** (position requirements at entry):

Some positions may require a valid US Driver's license;

Some positions may require successful completion of a criminal and/ or financial background investigation in addition to the general employment verification;

Successful completion of specialty training and/or possession of specialty related certification is required within six months of appointment.

### **Working Conditions:**

Environment: work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

### **Classification History:**

Created: 12/22