

CONSERVATION COORDINATOR

DEFINITION

To prepare and implement a wide variety of environmental programs in areas of integrated waste management, water conservation and other resources.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Environmental Resource Analyst or designee. Responsibilities may include direct or indirect supervision of volunteer, temporary or part-time staff.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class. This is not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

General

- Coordinates and updates the City's environmental programs; develop program materials for presentations to schools, community and neighborhood groups. Track and analyze program-related legislation; make recommendations for City involvement in pending legislation and compliance and implementation of existing legislation.
- Develop program and time schedules for implementation of environmental programs; accumulate data and prepare reports, including informational flyers, press releases, articles and prepare Council Communications and other correspondence.
- Provide general information to the public, other City departments, and other government agencies pertaining to environmental conservation programs, which may include social media content, adverts, educational material, publications, and other related materials.
- Develop a presence on social media utilizing various social media tools.
- Develop educational tools and presentations to various organizations and community members.
- Develop and execute various conservation events, which address current conservation issues such as temperatures, changes in precipitation, storms, flooding, droughts, wildfire and other environmental issues.
- Collaborate with other public agencies to promote and support correlating environmental programs and efforts.
- Provide public outreach and education at community events, which may require evening and weekend participation. Administer rebate and incentive programs.
- Assist with City electricity and solar use monitoring and analysis.
- Coordinate with the Sustainability Advisory Committee on community engagement.

- Assist with Climate Action Plan implementation and greenhouse gas monitoring efforts and outreach.
- Keep abreast of current developments, trends, legislative action, and practices in the field of integrated waste management, water conservation, and other environmental programs.
- Identify, prepare and manage grants from a variety of funding sources.
- Assist with contract management, develop program protocols, create tracking systems.
- Prepare and track internal division annual budget.
- Represent the City at board, commission, and professional group meetings as necessary.
- Act as a liaison with local, regional and state environmental conservation and sustainability programs.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public.
- Performs related duties as assigned.

Solid Waste and Recycling:

- Develop and implement program materials and procedures for compliance with legislative requirements pertaining to SB 1383, AB 939, and other recycling, waste reduction, and integrated waste management regulations.
- Conduct inspections and enforcement measures for compliance with waste diversion and food recovery programs.
- Assist with administrating the construction and demolition recycling program and coordinating with City departments for project compliance.
- Coordinate with the City's franchise hauler to provide outreach and education.
- Review all related legislation to ensure compliance.

Water Conservation:

- Develop and implement program materials, outreach, education, and procedures pertaining to AB 1668, SB 606, and other water conservation regulations.
- Coordinate with engineering and utility staff for water loss, water quality, and leak detection efforts and program development.
- Develop and administer outreach programs such as water-wise workshops, landscape conversion tours and events, and other water related outreach opportunities.
- Monitor City-owned facilities and landscapes water consumption and coordinate with departments to remediate possible high water-use issues.
- Review all related legislation to ensure compliance.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of designing effective water conservation and integrated waste management programs.
- Public relations ideas and techniques.
- Operation and programs of a personal computer.
- Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information.

Skill to:

- Provide customer service and information to the general public regarding recycling, waste reduction and integrated waste management, water conservation, and other environmental resources.
- Work with a minimum of supervision and exercise initiative and sound judgment.
- Communicate effectively, both orally and in writing.
- Work cooperatively with other departments, outside agencies and the public.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

- Learn applicable laws and regulations.
- Develop cooperative relationships with City departments, businesses and the general public.
- Compile, analyze, and interpret data and information to monitor programs for effectiveness and assure compliance with local, State and Federal laws.
- Conduct quantitative and qualitative program analysis; assist with preparing reports and recommendations for consideration by management, committees, and City Council.
- Prepare and assist with mandatory reporting to local, State, and Federal agencies.
- Research potential outside funding sources for local programs and prepare grant applications, budget tracking, and accompanying reports, as necessary.
- Assist with environmental policy implementation, track compliance, and manage reporting and recordkeeping measures.
- Assist with contract preparation, processing, and management.
- Conduct site inspections, compliance monitoring, and enact enforcement measures, as necessary.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these abilities would be:

Education:

Completion of two years of college with major coursework in business, physical science, public administration, environmental studies, or a closely related field.

Experience:

One year of experience developing, promoting, or coordinating environmental, conservation or public outreach programs.

License or Certificate:

Required upon hire, possession of a valid California Driver's License.

Knowledge of a second language is highly desirable.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

COUNCIL ACTION: October 15, 2024