

Environmental Education Coordinator



The City of Keizer, Oregon is accepting applications for Environmental Education Coordinator

OPENING DATE

Thursday, October 3, 2024

CLOSING DATE

Tuesday, November 5, 2024

PUBLIC WORKS DEPARTMENT

The Keizer Public Works Department is a professional, dedicated team that proudly serves the community by effectively and efficiently building, operating, and maintaining quality, safe, and secure public facilities.

The Department consists of a Director who oversees the department and is responsible for long range planning, fiscal budgeting, and acts as liaison to City Council and:

- ◆ Four Division Managers & One Project Manager who supervise daily workload and provide direction to Environmental Program Technicians, Municipal Utility Workers (MUWs) & a Municipal Utility Laborer (MUL).
- ◆ Three MUWIII's responsible for water quality, water distribution, & stormwater maintenance
- ◆ Four MUWII's responsible for parks, customer service, plant/pump maintenance, street/storm and water distribution leadwork
- ◆ Ten MUWI's who work in the City's water, streets, parks, or stormwater systems
- ◆ One MUL for less complex water, street & storm tasks
- ◆ Four Environmental Program Technicians including one Senior and one Geographic Information System (GIS) Technician
- ◆ One Permit Specialist
- ◆ One Facility Maintenance Technician

Although the Public Works Department is small in number of employees, they are an energetic and skilled work unit that encourages teamwork.

The Public Works Department promotes learning opportunities and seeks excellence in each position.

CUSTOMER SERVICE

The employees of the City of Keizer have adopted the following Customer Service Principles by which we hold ourselves accountable and expect to be foundational attributes of all those who work at the City of Keizer:

Friendly

Serving both internal and external customers in a friendly manner by being willing and available, and approaching each interaction with a positive attitude. Actively engaging customers with a polite demeanor and cordial tone of voice even if interactions become hostile or unpleasant. Being present and engaged with customers, actively listening to understand and assist them, while being authentic in caring about their situation.

Trustworthy

Being trustworthy means you are honest and transparent with co-workers and residents. Building trust

requires consistency and timely follow through with commitments. We approach customers with a solution-oriented mindset with an efficient and time sensitive response.

Empathetic

We put our customers first by actively listening, seeking to understand the whole picture. Comprehending another person's point of view allows us to genuinely acknowledge their concerns. We respond with understanding and compassion.

Helpful

Being helpful is going above and beyond what is expected in meeting the perceived and unperceived needs of others. We do this by listening carefully to understand and strive to see things from the other person's perspective to recognize how to help using available resources or alternatives.

Knowledgeable

Being knowledgeable includes having a strong baseline of knowledge through education and experience. It also includes challenging ourselves to learn something new every day and continually inviting others to share new information to supplement our own understanding and knowledge. We have a commitment to finding answers for the customer.





TO QUALIFY

Minimum qualifications include:

Associates degree in Environmental Science **and** four years of experience in a technical or research-related environmental position; **or**

Bachelor's degree in Environmental Science, Biology, or other applicable field **and** two years of experience in a technical or research-related environmental position; **or**

Master's degree in Environmental Science, Biology, or other applicable field **and** one year of experience in a technical or research-related environmental position; **and**

Demonstrated proficiency with geographic information system (GIS), global positioning system (GPS), and Excel programs; **or**

Any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Valid Oregon driver license.

Pass background investigation.

- ◆ Preferred at hire, must be able to obtain within 90 days: First Aid & CPR certification, NIMS IS 100, 200, 700, and 800 Certification and Certified Erosion & Sediment Control Lead Certification (CESCL).

It is widely stated—and supported by studies—that candidates, especially women, are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. The City's talent acquisition goals include hiring the candidate who is best able to meet the performance objectives of the role. We encourage persons with non-traditional skill sets and experiences to apply, even if you believe you do not meet 100% of the qualifications and hiring criteria described.

CUSTOMER SERVICE CONT.

Communicative

Good communication is the process or act of effective exchanging, expressing, or conveying information and ideas through writing, speaking, and gesturing in a clear, consistent, and timely manner. It requires that we be open and listen to our customers and co-workers in order to understand what the other person is trying to communicate. We strive to communicate in a calm and courteous manner that is respectful to the other person's situation.

JOB SUMMARY

This position is under the direction of the Environmental & Technical Division Manager.

The incumbent performs highly technical work in support of environmental programs and initiatives involving application of scientific principles and methods.

They implement environmental programs, projects and comprehensive operating, action, and quality assurance/quality control plans as required by the federal Clean Water Act and the Safe Drinking Water Act.

Performing these duties requires knowledge and understanding of environmental policies, codes, regulations, and scientific methods as well as the ability to apply this knowledge with limited supervision.

The Environmental Education Coordinator coordinates the Public Education and Outreach Program and administers the Public Involvement and Participation Program.

As such, the incumbent must have the ability to communicate effectively, both verbally and in writing, and present technical information to audiences of all ages in a variety of settings.

The incumbent must also have the ability to maintain detailed records, collect and analyze data; interpret and apply environmental laws and policies, design and implement scientific studies; perform research; and exercise independent judgment in performing duties.

They will be required to respond to complaints, conduct fieldwork, evaluate work sites/facilities for environmental compliance, and perform environmental monitoring and water quality sampling.

See the attached job description for a complete list of duties.

PAY & BENEFITS

The pay range for this position is \$5,368.13 to \$7,007.87 per month, (\$30.97 to \$40.43 per hour). Placement on the pay schedule will be dependent on amount and type of qualified experience.

Additional benefits include:

- ◆ Spanish Language Incentive, 5%
- ◆ Medical, Prescription, Dental, and Vision with choice of plans
- ◆ Term Life Insurance
- ◆ Long Term Disability Insurance
- ◆ Paid Holidays & Personal Days
- ◆ Paid Vacation & Sick Leave
- ◆ PERS Retirement
- ◆ Deferred Comp - Match up to 6%
- ◆ Optional Flex Accounts
- ◆ Fitness Incentive Program
- ◆ 24-Hour Fitness Room
- ◆ Access to healthy snacks and on-site massage chair

APPLICATION INFORMATION

To apply, complete a City of Keizer employment application **and** submit it to the Human Resources Department by the closing date/time.

See application instructions attached to the City of Keizer Application form for detailed directions on how to apply. Click [here](#) for the application.

Bilingual Spanish candidates and Veterans are encouraged to apply.

Veterans requesting Veteran's Preference must complete a Veteran's Preference Form and provide required paperwork. Click [here](#) for the Veteran's Preference Form.

Applications must be received prior to the closing date/time in order to be considered. Postmarks will **not** be accepted as proof of meeting deadline.

Requests for accommodation under the Americans with Disabilities Act must be submitted in writing prior to the closing date of this announcement.

SELECTION PROCESS

An evaluation of all application materials will be conducted to determine candidates who will receive further consideration, including participation in an interview process.

One or more additional interviews or other qualifying activities may take place prior to contingent offer. All employment offers are contingent upon successful completion of background investigation.

CITY OF KEIZER

The City of Keizer is located in the beautiful Willamette Valley with Oregon's largest city, Portland, to the north, and the state capitol, Salem, bordering Keizer to the south.

Oregon coastline and mountains are located just west and east of Keizer. Our weather is moderate throughout the year with summer temperatures in the 70's and 80's.

Keizer's population is greater than 39,561 and it is the 15th largest city in Oregon. In spite of its growth since the 1990's, Keizer continues to preserve its small-town pride by supporting many volunteer organizations and community-wide events.

Some notable events include KeizerFEST and parade, the Miracle of Christmas lighting display, the Holiday Lights parade, concerts and events at the Keizer Rotary Amphitheater and the Keizer Art Walk.

Keizer is also the home of the four professional baseball teams in the newly created Mavericks Independent Baseball League.

The City of Keizer is a great place to work! We strive to create a relaxed and friendly environment. We pride ourselves on providing top-notch customer service to everyone who walks through our doors as well as to our coworkers.

The City of Keizer has 103 total regular status employees, a varying number of temporary employees, and assistance from dedicated community volunteers.

ADDITIONAL INFORMATION

SHARP Certification

The City of Keizer is the first municipality in the State of Oregon to earn Safety & Health Administration Recognition Program (SHARP) certification from the Occupational Safety and Health Administration (OSHA). This is a testament to our commitment to safety for our employees and our community.



Drug Free Workplace

The City of Keizer is committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs.

As required by law, some current employees will be required to participate in random, reasonable cause, and post-accident drug and/or alcohol screening during the course of employment.

Social Security Exemption

Full-time and part-time employees for the City of Keizer are exempt from Social Security Tax.

Veteran's Preference

We are proud of the many Keizer employees that are veterans. We support Oregon's Veteran's Preference law, we provide a method for qualified candidates to request employment preference.

Immigration Law

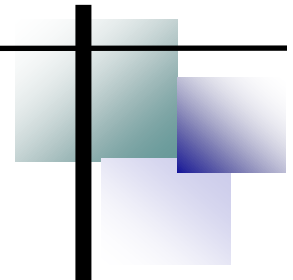
In accordance with the Immigration and Reform Control Act of 1986, employment of any individual will be contingent upon presentation of acceptable documents verifying identity and eligibility for U.S. employment.

Questions? Contact City of Keizer Human Resources at 503-856-3430 or send an e-mail to HR@keizerOR.gov.

The information provided in this job announcement is not an implied contract and may be modified or revoked without notice.

Keizer is a place where you can make a difference!

930 Chemawa Road NE * PO Box 21000 * Keizer, Oregon 97307-1000
Telephone: 503-856-3430 * Fax 503-856-3445
Website: www.keizer.org





ENVIRONMENTAL PROGRAM TECHNICIAN

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Environmental Program Technician	Effective Date:	August 2, 2021
Working Title:	Environmental Education Coordinator	Type:	Non-Represented
Department:	Public Works	Supervisor:	Environmental & Technical Division Manager
FLSA Status:	Non-Exempt	Supervises:	None

CLASSIFICATION SUMMARY

Under the direction of the Environmental & Technical Division Manager and the lead of the Senior Environmental Program Technician, the Environmental Program Technician performs highly technical work in support of environmental compliance with federal, state, and local laws and policies. The classification coordinates environmental programs and implements projects and comprehensive operating, action, and quality assurance/quality control plans through the application of scientific principles and methods. This classification requires working knowledge of environmental laws and policies and pollution prevention techniques with the ability to apply this knowledge with limited supervision.

Incumbents must have the ability to develop and implement environmental studies; maintain detailed records; collect consistently accurate data; interpret and analyze data; develop and maintain data management systems; and effectively communicate protocols, procedures, and technical information to City staff and the public. This classification will be required to perform environmental monitoring; respond to environmental complaints; administer the division's website and social media account; design, create and present environmental education materials in a variety of formats and present technical information to audiences of all ages in a variety of settings; and exercise independent judgement in performing duties. Incumbents must have the ability to communicate effectively both verbally and in writing.

SUPERVISION

Not a supervisory position.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement, and manual dexterity), work environment and working conditions described below 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.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools or controls; bend; and reach with hands and arms. The employee is regularly required to climb or balance, stoop, kneel, climb stairs, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds and infrequently lift and/or move up to 60 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a computer and various software programs, calculator, phone, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

Working Conditions

In the performance of the job duties, the employee will perform work both indoors and outdoors, including varying and extreme weather conditions. Duties may involve exposure to inclement weather, environmental pollutants, high noise levels, and construction and traffic hazards. May also be required to work in and around waterways. Indoors, job duties will be performed in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions, and background noises. Duties include occasional contact with customers in conflict situations.

Subject to 24-hour call back for emergency conditions. Occasional evening and weekend work may be required.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

85% Environmental Education Duties

Implements and monitors environmental programs, projects and plans to comply with federal, state and local regulations; assists with the development and revision of operational plans, standards and City codes; assists with the development and maintenance of data management systems; performs detailed recordkeeping; tracks resources and expenses; accurately inputs data into appropriate databases; performs statistical analysis; and produces required reports on weekly, monthly, quarterly, annually, and as-needed basis.

Coordinates the Public Education and Outreach Program: implements the activities in the Public Education Plan; conducts public education and outreach to Keizer residents, businesses, schools, community groups and visitors; prepares and presents technical information to a variety of audiences; plans, designs and creates education and outreach materials on environmental topics including digital content for the website and social media; creates exhibits, displays and activities; designs and conducts public surveys; and develops and maintains community partnerships.

Administers the Public Involvement and Participation Program: provides customer service; serves as a community resource for the public and promotes civic engagement in environmental topics; administers the Division's webpages and social media accounts; plans, promotes and implements environmental stewardship programs; attends events, community meetings and social gatherings to promote environmental stewardship; prepares and presents data verbally and in writing to members of various boards, committees, task forces, state and federal regulatory staff, partner agency staff, and members of the public.

Develops education and outreach for construction professionals and the public in support of the Erosion Control and Post-Construction Runoff Control programs; plans, designs and creates education and outreach materials on erosion prevention and sediment control best practices, principles of low-impact development, and benefits of green stormwater infrastructure.

Performs technical work in support of the Illicit Discharge Detection & Elimination program: responds to reports, complaints and incidents; conducts field reconnaissance; collects data and performs inspections of stormwater facilities as needed; follows City enforcement protocols; provides program-specific public education and outreach; plans, designs, and creates educational materials; and provides routine training to staff.

Performs technical work in support of the Municipal Pollution Prevention program: evaluates pollution potential in operations; provides technical support and guidance to Public Works staff on environmental compliance and best management practices; recommends pollution prevention strategies and techniques; develops pollution prevention content and educational materials to support operations, and provides routine training to staff.

Implements the Total Maximum Daily Load (TMDL) Implementation Plan: designs and implements environmental studies, performs environmental monitoring and water quality assessments, conducts a variety of fieldwork in support of projects,

collects, analyzes and interprets data; and provides public education and outreach on pollutants of concern and local water quality impairments.

Executes the Underground Injection Control (UIC) Management and Monitoring Plans: provides public education and outreach on groundwater resource protection and conservation; develops content and educational materials for the UIC Program; facilitates the stormwater monitoring program; maintains, calibrates and deploys monitoring equipment; mobilizes and collects samples; conducts spill response according to established protocols; follows City enforcement protocols; and provides routine training to staff.

10% Additional Environmental Duties

Responds to environmental incidents as directed.

Performs research to support compliance and to inform environmental studies and program implementation.

Provides support to the Environmental Compliance Coordinator; performs site and facility inspections as needed.

Provides professional customer service to City staff, stakeholders, partners, and the public regarding environmental policies/issues; responds in a timely manner.

Collects and inputs infrastructure data and other assets into the City's geographic information system (GIS); utilizes GIS to perform basic queries, create maps and exhibits, and generate reports.

5% General Duties

Follows all Personnel Policies and abides by the Ethical Standards and Core Values of the City.

Operates as an effective member of the Public Works team; keeps the Division Manager and team informed of project status and program progress.

Communicates effectively (verbally and in writing) to audiences of various social, cultural, ethnic, educational, and economic backgrounds.

Performs multiple duties and assignments concurrently; prepares short- and long-term projects and work assignments; maintains records of materials and equipment used; develops and maintains project files and other records; maintains time sheets and personnel reports as required; provides status reports to supervisor as directed.

Attends environmental conferences and/or training sessions to maintain current knowledge of industry policies, standards, practices, and technologies.

Emergency on-call as directed by supervisor.

MINIMUM QUALIFICATIONS

Education & Experience

Associates degree in Environmental Science and four years of experience in a technical or research-related environmental position; or Bachelor's degree in Environmental Science, Biology, or other applicable field and two years of experience in a technical or research-related environmental position; or Master's degree in Environmental Science, Biology, or other applicable field and one year of experience in a technical or research-related environmental position; and demonstrated proficiency with geographic information system (GIS), global positioning system (GPS), and Excel programs; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Licenses, Certifications & Other Requirements

- Required at time of hire: Valid Oregon driver license.
- Pass background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Principles of environmental science, including practices and techniques of environmental protection/enhancement, watershed management, native and noxious vegetation, and water quality/pollution control.
- Local, state, and federal laws and regulations relating to environmental programs.
- Pollution prevention, abatement, and/or mitigation techniques (esp., water quality protection).
- Public relations, marketing and campaign development for the community
- Website, social media and marketing platforms, tools, analytics, and performance metrics.
- Principles of environmental justice, public relations, communications, behavior change, and community outreach
- Principles and practices of data gathering, modeling, and research techniques.

- Principles of data management and statistical analysis.
- Basic GIS concepts, practices, and techniques.
- Standard office practices and procedures.
- Proper and safe use of tools and equipment required for the position including occupational hazards and safety precautions related to the work.
- Pollution prevention techniques and water quality Best Management Practices.
- Current computer capabilities and applications as they relate to the duties of the position.

Skill & Ability

- Strong relationship-building, oral presentation and listening skills
- Excellent writing and editing skills
- Understand and communicate complex technical information and concepts to diverse populations
- Develop and maintain partnerships and understand organizational and public engagement objectives
- Implement educational marketing and awareness campaigns and organize promotional presentations and events.
- Design/create outreach materials; identify target audiences and devise digital campaigns that engage, inform, and motivate; use the appropriate colors and layouts for content; test graphics across various media.
- Collect field data and samples; analyze and make recommendations regarding environmental data and sampling results.
- Perform professional-level work under limited supervision; exercise independent judgment and work simultaneously on multiple tasks.
- Learn processes, regulations, laws, and ordinances unique to organization and locale.
- Analyze assigned environmental programs and related administrative and operational issues; evaluate alternatives; prepare timely, accurate, understandable and detailed reports; present sound, logical, fact-based conclusions and recommendations.
- Utilize word processing, spreadsheet, database, and network operating systems sufficiently to perform assigned duties.
- Understand, interpret, explain and apply laws, regulations, ordinances, and policies applicable to assigned environmental program responsibilities.
- Ensure proper maintenance of all required files, records, and documentation.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective, harmonious, productive working relationships with other employees, representatives of governmental and community agencies, and the public.
- Ability to satisfactorily represent the program, the department, and the City.
- Ability to travel as required.

Licenses, Certifications & Other Requirements

- Preferred at hire, must be able to obtain within 90 days of hire: First Aid & CPR Certification, NIMS IS 100, 200, 700, and 800 Certification and Certified Erosion & Sediment Control Lead Certification (CESCL).
- May require additional specialized certification depending on job assignment.