

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

**CLASS TITLE:** Sustainability Coordinator I and II  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Director of Public Works

**SALARY GRADE:** 14 & 15  
**FLSA STATUS:** N  
**DATE:** 03/2009

**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Coordinates, plans and develops City-wide sustainability activities utilizing a pro-active approach while working extensively with citizens of all ages, schools, local, state and national recycling organizations, City advisory boards and committees, volunteers and others active in recycling.

**ESSENTIAL JOB FUNCTIONS:**

Manages International Council for Local Environmental Initiatives (ICLEI) greenhouse gas emissions protocol and various automated systems for tracking inventory.

Serves as the City liaison to the Advisory Committee on Environmental Sustainability and provides assistance and guidance to the Committee.

Identifies new recycling markets to enhance the City's recycling program and initiates new recycling programs. Creates plans for long-term efficiency improvement for refuse and recycling services. Negotiates with vendors on recycling contracts.

Meets with citizens and neighborhood groups and homeowners' associations on matters pertaining to recycling and sustainability and conducts formal and informal presentations. Assist citizens with questions and issues regarding recycling/sustainability.

Maintains Greenhouse Gas Emissions, energy consumption, fuel consumption, refuse and recycling data on a regular basis. Maintains records and monitors amounts of energy, fuel usage, refuse and recycling materials collected, and when necessary, makes recommendations for improvements.

Plans, schedules, recruits volunteers and provides operational support for City-wide events related to recycling/sustainability and the environment such as Earth Day, America Recycles Day and Lake Cleanups.

Assists with budget preparation by projecting costs, issues and services required in the next fiscal year and prepares presentations for work sessions with the City Council.

Creates brochures, mailings, press releases and informational materials for citizens and local publications in English and Spanish.

Represents the City at meetings of local, regional and occasionally national organizations. Attends seminars and training relevant to environmental energy, green building, sustainability, waste collection and recycling matters and reports on and advises staff of items of interest.

Identifies and researches bid opportunities for fleet vehicles, fuels and materials used in Public Works. Compiles supporting data and makes recommendations for purchase.

Identifies grant opportunities, compiles supporting data and submits applications.

**IMPORTANT JOB FUNCTIONS:**

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer                      General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

***At the Level I:***

Bachelor's degree from an accredited college or university in Environmental Science, or a related field; and,

Three years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

***At the Level II:***

Bachelor's degree from an accredited college or university in Environmental Science, or a related field; and,

Five years of progressively responsible experience; or,

Two years' experience as a Sustainability Coordinator I

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Solid Waste Association of North America Certification as a Recycling Systems Technical Associate Preferred

Valid Maryland Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Thorough knowledge of the principles and practices of sustainable development and environmental management

Considerable knowledge on developing, promoting, implementing and coordinating energy conservation program.

Knowledge of applicable Federal, State and local laws and regulations.

Knowledge of requirements and guidelines for grant writing and review.

The objectives and principles of planned sustainability activities and programs appealing to all ages.

The organization, development, and/or administration of sustainability related programs.

Recycling, environmental and sustainability issues and impacts including alternative fuels and fuel management programs.

Computerized greenhouse gas inventory software/ Energy Software.

Computerized fleet maintenance and parts inventory program.

Accounting principles.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

**Skill in:**

Preparing clear and concise reports, correspondence and other written materials.

Word processing and spreadsheet applications.

Communicating orally and in writing with internal staff, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

**Mental and Physical Abilities:**

Ability to administer programs within the general policy guidelines and budgetary constraints of the City.

Ability to serve as an advocate for recycling.

Ability and experience in marketing programs in a creative and pro-active manner.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, feel or keyboard; speak and hear; lift and/or move up to 50 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.