



Environmental Coordinator

Community Development

Position # : CDD 504
FLSA: Exempt
Grade: 21

JOB SUMMARY

This position is responsible for coordinating and managing the county's environmental services program.

MAJOR DUTIES

- Serves as the Erosion and Sediment Control (ESC) program administrator; ensures compliance with state requirements.
- Coordinates with the County Attorney to develop amendments to the ESC ordinance for review by the Board of Supervisors.
- Performs ESC inspections on both commercial and residential projects.
- Reviews and approves ESC plans and land disturbance permit applications.
- Initiates and manages enforcement actions related to ESC and drainage issues.
- Conducts environmental field surveys for land use cases and makes appropriate recommendations.
- Works in conjunction with plans review staff to coordinate reviews of ESC plans.
- Supervises the work of ESC inspections staff; recommends staff training and ensures staff maintain proper certification.
- Investigates stormwater drainage, erosion, and sediment complaints and recommends solutions and/or enforcement actions.
- Manages the county's public road construction process; coordinates construction plan review with the Virginia Department of Transportation; processes bonds for construction; submits plans to county tracking system.
- Represents the county on regional planning committees.
- Provides customer services in matters related to planning and zoning.
- Manages the county's private road construction process.

- Makes presentations on planning and environmental issues to public groups, the Planning Commission and the Board of Supervisors.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Erosion and Sediment Control program requirements.
- Knowledge of federal and state environmental regulations.
- Knowledge of state Department of Transportation rules and regulations.
- Knowledge of the county code and ordinances.
- Knowledge of general hydrology.
- Knowledge of computers and job-related software programs.
- Skill in interpreting construction drawings.
- Skill in conducting a variety of inspections.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in the training and supervision of personnel.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The supervisor assign work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include ESC program requirements, county codes and ordinances, the Code of Virginia, the Virginia Stormwater Management Act, the county handbook, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative and technical duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to coordinate the county's environmental services program. Successful performance helps ensure compliance with county, state, federal and program

requirements..

CONTACTS

- Contacts are typically with coworkers, other county employees, contractors, engineers, utility company personnel, surveyors, developers, land owners, attorneys, elected and appointed officials, and members of the general public.
- Contacts are typically to exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light objects and distinguishes between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to dirt, dust, and grease. Work required the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Erosion and Sediment Inspector (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.