



Class Title	Environmental Coordinator
Position Number	0245
Department	General Services
Division	
Supervised By	General Services Manager

Nature of Work

Performs responsible professional work in the operation of the County's energy conservation and greenhouse gas reduction programs. Works with various community groups to foster conservation initiatives. Manages contracts with private vendors for the provision of services to the County.

Primary Duties

- Plans, develops, implements, and administers a comprehensive energy conservation and greenhouse gas reduction program for County operations that tracks usage, maximizes cost efficiencies, and optimizes environmental performance; works with an interdepartmental team to develop the above plans for County operations.
- Works with neighboring localities, organizations, and citizen groups to promote community wide energy conservation and greenhouse gas reductions.
- Develops and analyzes budgets and funding streams to finance conservation programs.
- Develops events, publicity, and programs in conjunction with staff and citizen committees to promote conservation programs in a variety of areas; acts as staff liaison to the Clean County Commission; represents the County in community, regional, and state activities.
- Reviews contracts for compliance with contracting procedures, including monitoring for specified performance.
- Performs other duties as required.

Job Preparation Needed

- Any equivalent combination of the following providing necessary knowledge, skills, and abilities: bachelor's degree in public or business administration, environmental policy, environmental science, or energy management, and some experience in program management, especially in the environmental or sustainability areas. Master's degree in related field or Certified Energy Manager (CEM) or Leadership in Energy and Environmental Design (LEED) certification a plus.
- Knowledge of energy efficiency and renewable energy, and some knowledge of local, state, and federal energy regulations.
- Knowledge of organizing, planning, coordinating, managing, and directing comprehensive conservation projects.
- Ability to use economic and accounting principles and practices in the analysis and reporting of budget and funding streams.
- Excellent ability to work effectively in the public realm with citizens, staff, and elected officials and to communicate complex ideas so others will understand.
- Must possess and maintain a valid Virginia Driver's License have an acceptable driving record as determined by James City County.

Post Offer Requirements

- Credential check
- Driving record check

Introductory period for this position is twelve months.

Post Hire Requirements

- Periodic driving record checks

Job Location and Conditions

- Duties are performed primarily in an office setting and at various field locations throughout the County.
- Requires some outdoor work, as necessary.
- Must have ability to travel among various work sites.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- May be required to report to work to serve customers during emergency conditions.



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General Aptitudes and Physical Requirements

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

Mental Abilities

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

Verbal Abilities

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to distinguish between different tones; communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

Numerical

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

Spatial Abilities

- Must have ability to comprehend forms in space and understand relationships of plane and solid objects. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

Manual Dexterity

- Must have ability to use telephone, use radio/console, use calculator, use copy machines, use fax machine, use hand tools, and manipulate computer keyboard and mouse.

Finger Dexterity

- Not essential to job.

Physical Demands

- Strength: Must have ability to occasionally lift, push/pull, and hold/carry 5 lbs.
- Climbing: Must have ability to climb step stool.
- Standing, sitting, walking, running: Must have ability to: frequently (3-5 hours/day) stand, frequently (1-3 hours/day) walk, frequently (7-9 hours/day) sit. Running is not essential to job. Must be able to walk over flat and rough terrain.
- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 0-5 times per day.
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands 0-5 times per day.
- Seeing: Must have ability for depth perception, color perception, focus, night vision, and peripheral vision.

Driving

- Must have ability to drive automatic transmission: car and small truck.