

Environmental Coordinator (Non-Civil Service Position)

Position Purpose

The City of Dallas has an immediate opportunity for an Environmental Coordinator in the City's Office of Environmental Quality. The City of Dallas is a leader in environmental stewardship and the Office of Environmental Quality serves as a resource to City departments on environmental management of properties, environmental compliance, ISO standards and environmental sustainability.

Essential Functions

This Environmental Coordinator position provides support for the Environmental Due Diligence program, Municipal Setting Designation (MSD) Program, and will support departments with management of environmental liabilities. The City purchases and manages numerous properties and this position will assist with management of Phase I and Phase II environmental site assessment projects for City departments prior to acquiring and developing property. Duties will include verifying the presence or absence of chemicals in soil, groundwater, and building materials on the properties and ensuring compliance with Environmental Protection Agency (EPA), Texas Department of State Health Services (TDSHS), EPA ASTM 1527-13 and EPA's All Appropriate Inquiry (AAI) standards and TCEQ Texas Risk Reduction Program (TRRP). Turn key services include obtaining and reviewing proposals from environmental consultants, managing the contractors, and reviewing reports for regulatory compliance. This position will also provide technical guidance for various soil and groundwater investigations to protect groundwater and surface water quality and hazardous materials and indoor air quality assessments for structures. This position will also oversee and assist with implementation of a soil management program for the City and development of a GIS database of soil and groundwater data in coordination with various City departments that conduct subsurface activities and generate soil to be disposed of at McCommas Bluff Landfill. This position may also assist processing applications received for the MSD program in compliance with the general MSD ordinance and interact with applicants to resolve deficiencies. The MSD program supports redevelopment of brownfield or perceived brownfield properties by using a city ordinance to restrict groundwater use related to property activities. Duties also include providing general technical guidance on environmental issues associated with City property and managing environmental records.

POSITION SPECIFIC EXPERIENCE:

Job experience is preferred in at least one of the following:

- Environmental property assessments including Phase I / Phase II ESA preparation and reviews
- Groundwater, soil and/or sediment sampling
- GIS Database entry and analysis
- Environmental support for an operating landfill
- Evaluation of hazardous building materials including mold, asbestos, and lead-based paint
- Managing investigations and remediation under Texas Risk Reduction Program (TRRP)
- Preparation of MSD applications for the City of Dallas

Experience interacting with TCEQ, executives, consultants, and contractors is a plus and the applicant should possess excellent verbal and written communication skills, including the ability to prepare and deliver presentations.

When you work for the City of Dallas, the 9th largest city in the U.S., you are right in the middle of a rich cultural scene and world-class venues, against the backdrop of a vibrant, activity-rich urban environment. The City offers benefits including health, retirement, pension and paid time off, as well as fitness centers, medical clinics and an onsite credit union.

Minimum Qualifications

EDUCATION: Bachelor's degree in architectural, engineering, environmental or life science fields.

EXPERIENCE: Experience in any of the following environmental areas is a plus: ISO 14001 programs; compliance monitoring, inspection or auditing; compliance program development; training program planning/implementation; pollution prevention programs; coordinating special events involving public participation; and public presentations.

The position requires effective oral and written communication skills, MSOffice or similar software skills, a valid driver's license and good driving record. This position must obtain a forty (40) hour HAZWOPER certification within six (6) months of hire, if not already obtained.

Knowledge, Skills & Abilities

- Knowledge of local, state, and federal laws and environmental regulations relevant to the operational unit or functional program and the principles and practices of public administration and management.
- Knowledge of Environmental Management Systems.
- Ability to communicate effectively both orally and in writing.
- Establishes and maintains working relationships with city and regulatory agency personnel.
- Provides timely and responsive service to OEQ customers (i.e., City departments, citizens, and regulatory agencies).
- Must obtain certification, registration, or license in a specialty area, e.g., 40-hr Hazardous Waste Operations and Emergency Response Training and attend 8 hour annual refresher yearly.
- Must have Texas Class C driver's license.

APPLICATION PROCESS:

Interested qualified candidates **MUST** submit an application online via NeoGov at:
<http://agency.governmentjobs.com/dallas/default.cfm>

* Applications must be complete and all required documents must be attached at the time of submission.