

ENVIRONMENTAL MANAGEMENT SYSTEMS COORDINATOR

SUMMARY: Under general supervision, manages, coordinates and oversees the activities of the City of West Palm Beach Public Utilities Department International Standard Organization (ISO 14001) Standard for Environmental Management System (EMS) through developing, implementing, and maturing the Utility Department's EMS; to include, effective communication and training of the standard, monitoring and coordinating the internal audit and corrective action programs, and reporting on the effectiveness of the System. Manages the registration process, third party annual audits and compliance with ISO 14001. Develops and implements educational programs for Public Utilities Staff to assist in their understanding of the environment as it relates to the Public Utilities Department; may perform other duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Develop and implement the EMS manual to align with existing practices and systems.
2. Oversee the development and ranking of the Public Utilities environmental aspects and impacts.
3. Work with Public Utilities management to develop and implement the environmental objectives and targets to align with the results of the aspect and impact ranking.
4. Develop Environmental Management Program(s) so that the environmental objectives and targets can be achieved.
5. Oversee the development and implementation of the document management program for the EMS.
6. Oversee the development of applicable standard operating procedures related to the EMS.
7. Develop and conduct an audit program for the EMS, including the development and implementation of corrective action tracking.
8. Train internal auditors for each Public Utilities Division to audit EMS processes and procedures on a quarterly, semi-annual and annual basis.
9. Work with third party EMS/ISO 14001 Registration Company to ensure City Public Utilities Department obtains and maintains certifications.
10. Regular review of the EMS manual and other controlling documents so that the program is up to date and reflect current work activities.
11. Strong reading, writing research communication and interpersonal skills; strong administrative and organizational skills; ability to interpret and communicate the ISO 14001 standards, and Florida Department of Environmental Protection (FDEP) or other required standards verbally and in writing.
12. Provide evaluation reports to the Director of Utilities concerning the effectiveness of the Department's EMS;
13. Provide assistance to Florida Department of Environmental Protection (FDEP) or other audits performed by outside agencies as needed.
14. Provide training throughout the Utilities Department of the ISO 14001 EMS requirements; evaluate and report on the effectiveness of the Environmental program and coordinate the preparation, review, publication and distribution of EMS documents, manuals and associated records.
15. Assist in preparation for Steering Committee and Management Review Meetings to include the drafting of agendas and recording of minutes and action item follow-up.
16. Manage Registration process for ISO 14001 Certification and compliance of all aspects of the Public Utilities Department through a contracted third party.
17. Manage and develop environmental education staff for Public Utilities.
18. Assists in preparation, maintenance, and management of Public Utilities Asset Management Program.
19. Assists in preparation of asset management data reports and compliance schedules.

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20. Prepares presentations and white papers concerning ISO 14001/EMS procedures and activities for civic groups, other governments, internal City staff, City politicians and other public presentations.
21. Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: (Based on area of assignment)

- Knowledge in sustainability, environmentally preferable purchasing, program management and metrics, and environmental education,
- Knowledge and experience in climate change, energy efficiency, renewable energy, and environmental management programs.
- Knowledge of City, federal and state laws, rules, regulations and ordinances specific to area of assignment.
- Knowledge of ISO 14001 Standards, registration process and compliance audits.
- General knowledge of asset management principles and procedures.
- Demonstrated skill in making effective public presentations.
- Excellent interpersonal skills, including the ability to maintain effective working relationships with business contacts, the public, boards, consultants and with employees at all levels of the organization.
- Strong communication skills, both orally and in writing.
- Is able to perform research utilizing a variety of informational sources to compile, organize and analyze information, and to present such information in clear and concise reports.
- Experience and knowledge in the use of computerized systems and software such as Microsoft Words, Excel, Access and PowerPoint.
- Ability to research, analyze, and synthesize complex information, develop and present recommendations and prepare concise written reports, correspondence and recommendations.
- Ability to work independently with minimal supervision, to assume responsibility, to prioritize and resolve problems, to work under pressure, and to coordinate and manage complex projects.
- Is skilled in the use of common office machines, graphics and file maintenance programs. Is able to use a variety of audio and audio-visual playback equipment and slide projectors.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves detailed concentration for long periods of time in a modified office environment. There may be occasional need for light lifting. This position may also require the use of City vehicles on City business. There is frequent need to walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Biological/Environmental Sciences, Education or Science-related field, and three (3) years relevant work experience in the area of environmental management or sustainability. Master's degree, highly desirable. Three (3) years of supervisory experience or class room teaching skills highly desirable.

A valid Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.