

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ENVIRONMENTAL EDUCATION COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan and coordinate a comprehensive county-wide Waste Reduction and Recycling Program. Duties and responsibilities include planning, executing, maintaining, implementing, and evaluating educational activities associated with an Environmental Education Program designed to reduce litter, encourage recycling, and provide storm water information to promote the ideals associated with an environmentally friendly society. Duties and responsibilities also include marketing environmental education programs within the community, establishing program goals and objectives, developing curriculum and teaching plans, evaluating effectiveness of programs, and reporting program accomplishments. Reports to Rutherford County Mayor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans and conducts environmental education programs, seminars, meetings, and activities meeting the needs of eligible participants, regardless of race, color, national origin, sex, age, or disability as required by federal civil rights laws and regulations.

Develops curriculum and teaching plans for students in grades K-12; teaches environmental curriculum in an indoor/outdoor classroom setting; conducts county-wide seminars for county youth; prepares/executes programs for citizenship and leadership activities, and provides visual aids.

Serves as lead development strategist for environmental education curriculum and teaching plans in schools; coordinates team planning in relation to establishment of goals and approach to achieve goals; develops long-term goals to focus daily teaching plans; determines target audiences, teaching methods, and expected accomplishments.

Coordinates public relations activities; works with media outlets to promote awareness of environmental issues; writes columns related to environmental awareness in the local newspapers.

Assists in coordination of events and projects that aid in the reduction of waste.

Prepares and submits monthly reports, budgets, grant proposals, newsletters and brochures as needed.

Markets environmental education programs to superintendents, teachers, principals, volunteers, parents, sponsors, elected officials, and community leaders.

Supports mandated requirements of the Solid Waste Management Act of 1991 in coordination with Solid Waste/Landfill Director.

Works closely with the Rutherford County Engineering Department to provide environmental education on Storm Water issues as required of Phase II, National Pollution Discharge Elimination System (NPDES), under the Clean Water Act.

Rutherford County, Tennessee • Environmental Education Coordinator

Provides education to five targeted areas required in the terms of the TDOT Litter Grant: Student Education, Public Education, Government Education, Business Education, and Media Education.

Collaborates with established groups or boards to provide a team approach relative to litter reduction, recycling and storm water issues.

Works with county and city schools to provide environmental education presentations for students relative to litter reduction, recycling and storm water issues; develops ways to encourage students to implement the practices learned.

Works with business owners' of Rutherford County to promote environmental awareness with a particular emphasis on recycling, purchasing recycled content supplies, litter reduction, and storm water issues.

Maintains information, reports, and data to support the validity and proper use of funds associated with the program, participation in planned activities, and total program effectiveness.

Performs customer service functions in person, by telephone, mail, and e-mail; makes research-based recommendations and provides assistance and information related to educational programs, services, procedures, or other issues; responds to questions and complaints; researches problems and initiates problem resolution.

Performs research and evaluates recycling technologies to assess technological, economical, and environmental feasibility to meet the needs of the County.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, Internet, e-mail, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Operates various equipment associated with programs and work activities, which may include a motor vehicle, computer, printer, fax machine, copy machine, laminator, television, slide projector, overhead projector, calculator, or telephone.

Communicates with County Mayor, employees, departments, students, parents, local businesses, community leaders, elected officials, the public, community agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings, serves on committees/boards, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new programs, issues, methods, and other trends and advances in the profession; reads professional literature; maintains professional affiliations; attends in-services, workshops, and training sessions as appropriate.

Presents reports to Public Works Committee.

ADDITIONAL FUNCTIONS

Assumes other duties as necessary and as assigned by the County Mayor.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Relations, Marketing, Education or a related field; supplemented by one (1) year previous experience and/or training involving public relations, marketing, education, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in establishing the time, place and/or sequence of operations; referencing data analyses to determine necessity for revision of organizational components; and formulation of operational strategy.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity. Requires the ability to focus and guide others in accomplishing work objectives.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, temperature extremes, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 2 Maximum Continuous Time: 1

2. SITTING

Estimated Total Hours: 5 Maximum Continuous Time: 1

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs				X	
26-50 lbs					
51-75 lbs					
76-100 lbs					
>100 lbs					

4. BENDING/SQUATTING/KNEELING

Tasks: Setting up equipment and materials for training

Frequency: As needed.

5. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u> 75 </u> % of time
Outside	<u> 25 </u> % of time

6. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X

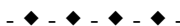
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

7. LIST TOOLS, EQUIPMENT AND MATERIALS USED:

Lap top and projector for training

8. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp		X	
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

YES	NO	Don't Know
✓		
✓		
✓		

Employee's Signature

Supervisor's Signature

Date

Date