



CITY OF WEBSTER CITY JOB BAND DESCRIPTION

POSITION: Environmental/Safety/GIS Coordinator

JOB – BAND CLASSIFICATION: None

Definition: Manages the operation, maintenance and monitoring of the groundwater control system and contaminate recovery system for environmental clean-up sites. Coordinates environmental and safety training for all City departments and implements policies and procedures accordingly. Maintains and updates departmental records and coordinates GIS process.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Essential duties and responsibilities may include, but are not limited to the following:

- Site inspection and modification.
- Site sampling and clean up.
- Data Entry.
- Monthly reporting.
- Maintain City safety records, including MSDS.
- Establish and maintain safety policies, procedures and manuals.
- Direct Right-to-Know program to ensure employee safety.
- Audit injury reports to ensure employee safety and City compliance.
- Site safety inspections.
- Ensure City practices are in compliance with Federal and State regulations.
- Provides support to all City departments regarding safety issues.
- Collects, maintains, and records a variety of records and reports within the job function.
- Maintain confidentiality of work-related issues and City information.
- Oversee maintenance of the wetland area, making sure maintenance program is properly carried out and addressing any issues as needed.
- Assist and coordinate with departments regarding GIS process.
- Report to worksite as assigned.
- Performs other duties of a similar nature or level as assigned.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Supervision Exercised: None

Required Competencies:

Including but not limited to the following:

Verbal communication sufficient to establish the importance of attention to safety and give proper instructions and guidance and otherwise communicate clearly with all City staff.

Written communication sufficient to write clear policies, procedures and instructions.

Problem-Solving

Decision Making

Planning and Organizing

Team Work and Cooperation

Research Skills

Education, Experience & Technical Skills Required:

Vocational degree in engineering, chemistry, environmental science or industrial hygiene, with minimum of one year of experience with groundwater pump-out systems, wastewater treatment systems, or similar technology required. Knowledge of chemicals, related hazards, safety regulations and certification as a hazardous waste operator also necessary. Must possess a current State of Iowa Drivers License. Knowledge of principles and practices of safety regulations sufficient for developing and maintaining all safety policies and procedures. BS in related field, CHMM or PE desired.

Basic knowledge of drafting practices and procedures.

Knowledge of GIS equipment and programs.

Clerical Skills: Excellent PC skills. Basic knowledge of normal office equipment.

Mechanical Skills

Physical and Environmental Requirements:

Ability to sit for extended periods of time. Strength to push, pull, or lift up to 50 lbs. Eyesight sufficient to distinguish colors. Hearing sufficient to hear verbal and phone conversations. Reading and writing skills sufficient to research regulations and keep accurate records. Ability to work alone as well as in a group.

FLSA/Wage Hour Status: Non-Exempt