

POSITION TITLE: ENVIRONMENTAL PLANNER (Part Time) (Classified)

REQUISITION #: req219

DEPARTMENT: Environmental Services

LOCATION: 215 OFFICE BLDG

ANNUAL SALARY RANGE: \$26,372.00 - 36,794.50 (Based on 1/2-time status) (Benefits are pro-rated) (Salaries are paid biweekly)

SELECTION PROCESS: Application deadline is **3:00 p.m. MT on 3/13/2015.**

You will receive an email acknowledgment when you have successfully submitted an application. Your completed application will be forwarded to the hiring manager. You will be notified if you are selected for further testing or interviews. Please keep your contact information up-to-date. The status of your application will be updated in your applicant profile. **Post-offer drug test required.**

SUMMARY: Develops and implements local programs that help the Fort Collins community meet adopted goals of Zero Waste and greenhouse gas emissions reductions, with a focus on diverting organic materials from landfill disposal.

Participates on various projects to: collaborate with local and regional stakeholders; develop new City policies with involvement by the public; conduct outreach and education; apply Sustainable Materials Management principles, including data collection and reporting; assist to manage the City's pay-as-you-throw (trash rates) ordinance; and, help implement waste reduction, recycling, and composting projects for municipal (internal) operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties and responsibilities represent the primary functions of this position.

- Writes management policies and plans on waste reduction, recycling, and composting that respond to directives from the City Council.
 - Designs, implements and manages projects that enable community participation in Zero Waste, and Climate Action Plan, initiatives.
 - Conducts public outreach and involvement processes using defined techniques, and prepares educational materials, which promote waste reduction/diversion and climate resiliency.
 - Responds to inquiries from the public about waste reduction/diversion services and programs.
 - Actively solicits, prepares, and administers grants.
 - Manages consulting contracts with environmental, marketing, and engineering firms.
 - Coordinates, leads, and serves on task forces and teams related to resource conservation and climate change.
 - Provides reports and recommendations to the City Manager and Council on waste diversion and prepares positions with respect to state and federal legislature.
 - Oversees and directs the work of temporary employees.
 - Maintains and manages databases and records. R
 - Represents the City on waste reduction/diversion and climate change projects with other agencies.
 - Performs other duties as assigned.
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QUALIFICATIONS: The requirements listed below are representative of the knowledge, skills, and abilities required to perform necessary functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated project management skills.
- Knowledge of fundamentals of waste management and recycling, with comprehensive and specific understanding of composting systems and processes.
- Knowledge of fundamentals for reducing greenhouse gas emissions.
- Grant and technical writing skills, and ability to develop proposals.
- Knowledge of policy issues and regulations for solid waste, composting, and recycling.
- Advanced skills in the use of MSWord, Excel, and PowerPoint.
- Ability to communicate effectively orally and in writing; including presentations to groups of varying size.

EDUCATION AND EXPERIENCE: Bachelor's degree in Environmental Science, Planning, Policy, or Engineering; Natural Resources Conservation/Management; Sustainability Studies; or, related field from an accredited college or university; plus, three years related experience or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, elected officials, and the general public.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee would encounter while performing the essential functions of this job. While performing the duties of this job, the employee normally works in an office environment but may occasionally be exposed to outside weather conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Fort Collins will make reasonable accommodations for access to City services, programs and activities and will make special communication arrangements for persons with disabilities. Please call [\(970\) 221-6535](tel:970-221-6535) for assistance.

The City of Fort Collins is an Equal Opportunity Employer. Applicants are considered for positions for which they have applied without regard to race, religion, gender, age (40 years or older), national origin, color, creed, ancestry, marital status, sexual orientation, or other characteristics protected by law.

DRUG TEST REQUIRED.