



ENVIRONMENTAL ASSISTANT

Job Code: 518EA
Bargaining Unit: PEA
Effective Date: 9/16/2012

Position Summary

Performs professional work providing staff assistance for the Facilities Department's Environmental Services group; including the Environmental Health & Safety and Energy & Sustainability units.

Reporting Relationship

Works under the general, technical and administrative supervision of the Environmental Services Manager.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Assist in developing environmental services goals, objectives, strategies and initiatives.

Prepare environmental grant proposals and applications; prepare periodic reports to funding agencies as required.

Administer energy efficiency rebates in conjunction with other Facilities Department groups.

Manage the District's waste and recycling efforts; work with vendors, triage issues, visit sites, provide training and customer service.

Provide outreach and environmental education, including public speaking engagements, when requested.

Develop reports and presentations to communicate the effectiveness of the Environmental Services group.

Coordinate and create public outreach materials, such as brochures and websites, to communicate environmental services issues, procedures, objectives, and/or results.

Enter, control, analyze and maintain data and records.

Work with organizations that provide free technical assistance or services.

Perform research on environmental topics; select research methods and sources, analyze and evaluate research material.

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Responsibilities (continued)

Assist with the development of energy management initiatives.

Assist in researching pending and adopted legislation.

Communicate with regulatory agencies as required.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of the use of computers.

Working knowledge of chemistry, biological sciences and or related areas of the basic sciences.

Working knowledge of sustainable 'green' practices.

Working knowledge of environmental health and safety issues.

Working knowledge of grant proposal preparation and reporting.

Considerable ability to communicate effectively, both orally and in writing.

Working ability to evaluate information and prepare recommendations.

Working ability to coordinate multiple activities simultaneously.

Minimum Qualifications

Bachelor's degree in an environmental field (environmental science, sustainable management, environmental health, biology, chemistry or a related environmental health or science field); or two years of college which includes coursework in basic sciences and mathematics and two years professional administrative support experience. Some of this work experience must have been in an environmental science or health, sustainable management or other health or scientific environment.