

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Program Coordinator	C	4	2	Exempt
POSITION TITLE:	Environmental Project Coordinator		POSITION#:	
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised (Check one)	Date:	August 1, 2021		
SERVICE TYPE:		AFSCME		
Employee Name:	vacant	Department:	Public Works	Supervisor: Engineering and Survey Manager
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary:

The position is responsible for the program management of environmental aspects of road projects (permitting and regulations), and environmental based programs related to road maintenance activities (AWPP, USDA, BMP's, SMA's). This position will have the authority to make fundamental SMA and AWPP program changes. This position will coordinate with stakeholders to change and update the plans. This position will manage and administer the annual program of projects awarded grants. The person would prepare and present the annual report to the BOC. The position would make recommendation regarding changes with the USDA.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	<p>MFA: Environmental Project Management</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> Coordinate and manage environmental permitting for road, bridge, and other impacted capital projects. Monitor and train appropriate staff of new environmental regulations and rules. Coordinate with regulatory agencies, partner agencies, and stakeholders in National Pollution Discharge Elimination System (NPDES) oversight and administration. Coordinate preparation of the annual Dept. of Environmental Quality (DEQ) report, which includes the illicit discharge report. Oversight of the Certified Erosion and Sediment Control program. Represent the County when new environmental issues and regulations arise at the State and Federal levels. Coordinate projects, plantings, and maintenance activities under permit requirements with the appropriate County staff, or local water shed councils, and/or the Benton County Soil and Water District. 	55%
2	<p>MFA: Environmental Best Management Practices (BMP's), and Special Management Area (SMA)</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> Develop, monitor, train and update BMP's for the Road and Facilities Division. Develop, monitor, train, and update practices associated with, and required for maintenance of SMA's. Coordinate and administer the Habitat Conservation Plan (HCP) as it applies to Road projects. 	25%

3	MFA: Agricultural and Wildlife Protection Plan (AWPP) and US Dept. of Agriculture (USDA) programs for County Essential Duties: <ul style="list-style-type: none"> • Oversee and administer the USDA and AWPP programs. • Coordinate and oversee beaver management as needed for road maintenance activities • Coordinate and oversee carcass removal program. 	20%
	Other Duties as Assigned	
Percentages should total 100%		100%

Special Requirements:

4-yr degree in Earth, Environmental, Biological Sciences, or related degree; and 2 years of related experience such as Natural Resource Management, Environmental Planning or Permitting ; or a satisfactory combination of education and experience to meet the minimum qualifications of the position.
Erosion and Sediment Control Manager Certification preferred
A valid driver's license is required.

Physical Requirements:

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.