

COMMUNITIES Unlimited

Job Description

Position:	Community Environmental Management Specialist
Immediate Supervisor:	Oklahoma State Coordinator of Environmental Services
Mission Focus:	Environmental
Location:	Stillwater, OK

Summary of Position

The Community Environmental Management Specialist provides onsite technical assistance and training to rural community environmental management systems with water or waste disposal problems and needs in the areas of project planning, financing, utility management and administration. Communities Unlimited is one of six regional non-profit organizations that are partners in the national Rural Community Assistance Partnership (RCAP) through which these services are available in all U.S.A. and territories.

Education/Certification Requirements

A Bachelor's degree is required. Preference is given for a degree in business, management, finance, public administration, environmental science or closely related field. Current Water or Wastewater Operator Certification with experience in operating and/or managing community environmental management systems is a plus.

Must have a valid driver's license, up to date motor vehicle insurance and willingness to travel to project communities throughout the state.

Must provide documentation showing authorization to work in the U.S.

Experience/Skills Requirements

A minimum of 5 years of experience of previous field experience in working with rural community development programs, community environmental systems, or in conducting training is required. Experience that demonstrates a familiarity with engineering practices, terminologies and procedures related to water and wastewater systems design and operation is preferred.

A successful Community Environmental Management Specialist will be able to:

- Effectively communicate in both written and verbal formats.
- Deliver results in an environment with high-degree of self-directed time management and project management.
- Understand basic financial statements, operational and capital improvement project budgeting.
- Deliver high degree of accuracy with attention to detail in work products

The position requires travel throughout the assigned state to provide onsite technical assistance to rural community water and/or wastewater system decision makers and management. This travel may average 20 hours per week, driving to communities throughout the state, and may include overnight stays away from the office location. In addition, periodic travel to CU staff meetings, RCAP national meetings, or other meetings in other states which may be accomplished by the most cost effective means to CU (private vehicle, air, or other public transportation).

Summary of Essential Job Duties

1. Provide onsite technical assistance services to approximately 15-20 small communities and/or existing small water/wastewater facilities serving rural areas, to address public water supply and wastewater disposal problems in the state.
2. Prepare and submit, clear and cogent, written project narrative reports, accurately detailing technical assistance activities provided to each project community. Project reporting must be in accordance with formats and instructions provided for the CU Environmental Program and the Rural Community Assistance Partnership, and reports must be prepared and submitted in a timely manner.
3. Research, develop, and submit to local community or utility decision-makers: written reports, recommendations, feasibility studies, rate analyses etc., as necessary, in order to enable local communities and/or utilities to make informed decisions necessary to resolve local problems and alleviate local needs.
4. Establish and maintain complete community project files, including but not limited to a written log of all project related activities, correspondence, reports, and working papers.
5. Organize and conduct small group meetings in project communities to assist local decision-makers on matters affecting facility development of water/wastewater facilities and/or developing solutions to existing water/waste disposal problems.
6. Attend CU staff and state staff meetings.
7. The employee shall work well under pressure; meeting multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.
8. Establish and maintain effective working relationships with federal, state and local officials involved with the regulation and financing of public water/waste disposal facilities and services.
9. Establish and maintain regular communications and work relationships, with appropriate agencies, institutions, individuals, or offices within the state in order to: (a) maintain, improve and/or expand services & scope of the Communities Unlimited Environmental program; and/or (b): improve the ability of all small, rural communities in the state to provide safe, affordable, water and waste disposal services to their residents.
10. Special projects, and other duties as may be assigned from time to time by supervisor.

Tools Used in Job

Proficient use of a computer, internet, smart phone (texting, email, photos, videos, social media, and calls), web-based databases for data-entry, Microsoft Office suite including Outlook, Word, Excel and PowerPoint is required. Use of additional software for project related activities may be required and training will be provided.

Benefits

The salary is fixed and firm at \$49,500

Communities Unlimited offers generous Medical/Dental/Vision benefits with the organization paying the significant majority of the cost. Company paid long-term disability; automatic company 401K contribution once new hires are eligible; 401K match; 11 paid holidays; two weeks paid vacation awarded upon hire (Prorated based upon date of hire); new hires begin accumulating sick leave immediately upon hire at a rate of 8 hours per month. Communities Unlimited reimburses all employees for travel expenses.

Work Environment

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Classification

Sedentary (10 pounds – 2 hours)	<input type="checkbox"/>
Light (25 pounds – 6 hours)	<input type="checkbox"/>
Medium (50 pounds – long hours)	X
Heavy (100 pounds – long hours)	<input type="checkbox"/>
Very Heavy (100 pounds – long hours)	<input type="checkbox"/>

Details of Physical Demands

	<i>Hours/Day</i>	<i>Max Time</i>	<i>Surface</i>
Standing or Walking	1.5	1 hour	Varied
Sitting	6.5	1 hour	Padded Chair

	<i>Weight</i>	<i>Times/day</i>
Lifting (up to 48")	10 lbs	1
Pushing	25 lbs	< 1
Pulling	25 lbs	< 1
Carrying	10 lbs	1

Travel Requirements

<i>Average per week for a typical one-year time period</i>	<i>Details</i>
None	Frequent travel by personal ground transportation to communities for site visits is required, with overnight stay occasional required depending upon distance to the community. Overnight travel is required for attendance at various meetings, e.g. CU staff meeting, RCAP national meeting, with travel by means of ground, air, train, or other. No international travel is required.
Minimal (less than 5 hours/week)	
Moderate (6-20 hours/week)	
Extensive (more than 20 hours/week)	

Communication

Indicate % of each required.

Verbal – in person	40%
Verbal – via telephone/video conference	40%
Written	20%
Hearing – in person	40%
Hearing – via telephone/video conference	60%

Employee signature

Date

HR Signature

Date