

# COMMUNITIES Unlimited

## Job Description

<b>Position:</b>	Community Environmental Management Technician
<b>Immediate Supervisor:</b>	Oklahoma State Coordinator of Environmental Services
<b>Mission Focus:</b>	Environmental
<b>Location:</b>	Oklahoma City, OK

### Summary of Position

Primary responsibilities include providing onsite technical assistance to rural communities with water or waste disposal problems and needs in the areas of project planning and financing, and utility management/administration.

### Education/Certification Requirements

High School Diploma or GED equivalent / Technical or Associates Degree preferred. Must hold valid driver license.

Must be eligible to work in the United States of America.

**Experience/Skills Requirements** Two years of previous job experience with strong public / customer service skills. Experience that demonstrates the ability to prepare formal reports and program progress reports.

Candidates must have excellent written and oral communications skills.

Must be able to work under limited supervision, and results oriented.

The position requires strong financial, analytical and writing skills. Must be accurate and detail oriented. Proficient in the use of a personal computer including software programs such as MS Windows, Word, Excel, Outlook, etc.

Must be willing to travel throughout CU's target market.

### Summary of Essential Job Duties

- Assist in providing basic 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 within the state.
- Collaborate and assist in collecting information for complex technical assistance analyses to be executed by experienced senior field staff.
- 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 RCAP

- program, and reports must be prepared and submitted in a timely manner.
- Research, develop, and submit to local community or utility decision-makers: written reports and recommendations as necessary, in order to enable local communities and/or utilities to make informed decisions necessary to resolve local problems and alleviate local needs.
  - 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.
  - 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.
  - Attend CU-RCAP staff meetings.
  - Maintain and improve knowledge, skills, and competency in all areas relating to small community water & waste disposal issues, in order to improve quality of services provided to local project communities.
  - 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.
  - Special projects, and other duties as may be assigned from time to time by supervisor.

### **Tools Used in Job**

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.

### **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.

### **Benefits**

The entry level salary of salary of this position starts at \$40,694 based upon experience and qualifications.

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.

### **Classification**

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Sedentary (10 pounds – 2 hours)	X
Light (25 pounds – 6 hours)	
Medium (50 pounds – long hours)	
Heavy (100 pounds – long hours)	
Very Heavy (100 pounds – long hours)	

### 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	10 lbs	1
Pulling	10 lbs	1
Carrying	10 lbs	1

### Travel Requirements

<u>Average per week for a typical one-year time period</u>	<u>Details</u>
None	Driving to communities for site visits. Overnight travel may be required depending upon location of community.
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%