

**Intercity Transit**  
**JOB TITLED: Environmental and Sustainability Coordinator**

<b>BAND</b> <b>C</b>	<b>GRADE</b> <b>4</b>	<b>SUBGRADE</b> <b>1</b>
<b>DEPARTMENT:</b> Executive	<b>DIVISION:</b>	<b>FLSA STATUS:</b> Exempt
<b>SUPERVISION RECEIVED FROM:</b> General Manager	<b>SUPERVISION EXERCISED OVER:</b> N/A	<b>PAY GRADE:</b>  C41
<b>SUMMARY:</b> Serves as the agency's ISO 14001 required Environmental and Sustainability Management System (ESMS) representative and coordinates the Agency's ESMS Program. Facilitates interdepartmental engagement and compliance with ISO annual certification requirements for ESMS activities and documentation. Coordinates efforts of Sustainability Committee. Represents Intercity Transit with local, regional, state and federal agencies and organizations.		
<b>DISTINGUISHING CHARACTERISTICS:</b> Performs mid-level technical analysis through the development, maintenance and data acquisition associated with the ESMS. Coordinates the identification of significant environmental and sustainability aspects. Provides a lead or facilitating role in drafting various ESMS documents such as policies, procedures, action plans and work instructions. Coordinates efforts of other staff on Sustainability issues including maintenance of metrics for APTA sustainability recognition.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	
1.	Monitors and administers the day-to-day and recurring Environmental and Sustainability Management System activities. This includes task tracking and ensuring all documentation and records are complete.	Daily 50% (B2)
2.	Staffs and provides direction to Sustainability Committee including facilitating meetings and performing required research, analysis, and data collection.	Weekly 15% (B2)
3.	Updates Agency Sustainability Plan as needed and ensures all data for APTA Sustainability Commitments and other efforts is collected accurately and timely.	Quarterly 20% (C4)
4.	Represents Intercity Transit regarding land use, environmental and sustainability issues with jurisdictions, other agencies and organizations.	Monthly 10% (C4)

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<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
5.	Works with divisions throughout the agency to incorporate both ESMS measures and other issues relating to sustainability. Assists Training Coordinator in design and implementation of training required by ESMS and other environmental and sustainability action plans.	Monthly 5% (C4)
6.	Assists Internal Audit teams to assess ESMS conformance and works with affected departments to implement corrective actions.	Monthly 5% (C4)
7.	Identify potential grant sources as well as write, administer and manage associated grant funded projects.	Occasionally 5% (C4)
8.	Communicate, both written and orally, to staff, the Intercity Transit Authority, other jurisdictions and agencies	As Required N/B
9.	Performs other duties of a similar nature or level.	As Required N/B
10.	Must meet regular time and attendance standards	Always

**Knowledge** (position requirements at entry):

Knowledge of:

- Excel and other database software;
- Sustainability concepts;
- Transit planning basics and their interaction with Environmental/Sustainability;
- Word, PowerPoint, and other presentation/project management software;
- Project administration principles and practices;
- Communications principles and practices;
- Facilitation, collaboration and team building practices.

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**Skills** (position requirements at entry):

Skill in:

- Communications and in developing productive working relationships with co-workers throughout the agency;
- Determining data requirements and designing processes to collect and maintain data
- facilitating group work and meetings to reach consensus on solutions to issues;
- Oral and written communications and in presenting to groups;
- Research and report preparation;
- Training other staff to implement actions to ensure protection of the environment or reduced energy use;
- Assessing alternative courses of action and performing cost/benefit analyses of alternatives
- Communicating/exchanging information and in translating complex data to understandable terms.

**Training and Experience** (position requirements at entry):

A Bachelor's Degree in Public Administration, environmental sciences, land use/transportation planning or a related field and two years' experience applying the principles and practices of environmental management or sustainability or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements (position requirements at entry):**

- None

Must submit to criminal background check the results of which must meet the hiring criteria for the role.

**Physical Requirements:**

Positions in this class typically require: fingering, grasping, talking, hearing, seeing, and repetitive motion.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**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.

Classification History: 2012 New Budgeted full-time FTE position

Drafts 1/2012, 2/2012

Final: 2/6/12 CD

Revised: 9/2013 Agency ReOrg: Development moved to Executive Dept. as Development Dept/Director eliminated. Same direct report. CD

Revised: 5/2014 2<sup>nd</sup> Agency Re-org; this position is now direct report to GM. CD

Revised: 2/2016 3<sup>rd</sup> Agency Re-org. Added Development Dept. Position will temp report to GM