

CLASS SPECIFICATION
Senior Conservation Programs Coordinator

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans, administers and conducts outreach for a variety of assigned energy efficiency, solid waste recycling and water conservation programs for business and industry; prepares complex analyses of conservation issues; evaluates and recommends program initiatives to achieve program goals; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Conservation Programs Coordinators are responsible for implementing and monitoring energy efficiency, conservation, and waste prevention programs and initiatives that are significant in scope and community visibility. Incumbents conduct research on new and enhanced conservation methods and initiatives designed to achieve challenging conservation targets. Assignments are given in terms of objectives to be achieved and incumbents are expected to exercise initiative and professional judgment in accomplishing desired conservation goals and objectives. Incumbents may provide lead work direction or supervision of a small group of administrative and program staff.

Senior Conservation Programs Coordinator is distinguished from Conservation Programs Coordinator in that incumbents in the former class have responsibility for conservation programs that are broader in scope and have greater public visibility, requiring broader professional knowledge gained through continuing professional development and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, implements and evaluates conservation programs, activities and initiatives to promote assigned conservation program; applies specialized technical conservation concepts and knowledge in developing proposals for improved conservation; provides detailed analyses and recommendations for improvements in conservation program usage and efficiency; develops and implements ongoing research to assess the effectiveness of conservation efforts; develops program operations databases; prepares proposals for external funding of new projects.
2. Collects and analyzes data and prepares documentation to summarize usage and evaluate program effectiveness; researches and makes recommendations regarding new technologies and approaches.

3. Serves as a liaison with the community; provides specialized conservation consulting and advisory services for Portland businesses and industries; provides general conservation information and on-site technical assistance; assists business and industry agencies with access to financial assistance; assists agencies to improve operational resource efficiency including energy efficiency, water conservation, waste reduction and recycling, transportation alternatives and other efficient procurement practices; raises awareness of conservation opportunities; organizes, promotes and conducts a variety of conservation-related meetings and events.
4. Promotes and markets green practices to local businesses, industries and government agencies; develops informational and marketing materials; obtains financial incentives to encourage organization use of green practices.
5. Manages the Climate Wise Program; recruits local industries to sign program pledges; assists businesses and industries in developing and implementing action plans and provides related information; promotes voluntary reporting by industries and businesses; prepares and reports on program progress to ICLEI and EPA; assists other communities with program outreach efforts.
6. Manages the design and implementation of citywide food composting program; negotiates with businesses and haulers; orders containers; develops public outreach materials; coordinates work with state regulators and other governments; plans for mandatory ordinance; works with advisory committee.
7. Manages a segment of the Oregon Industries of the Future program; identifies Oregon chemical and metal casting industries; analyzes industry operations and makes recommendations on improvements; conducts research on industry motivations and behavior; organizes and conducts presentations and industry-specific workshops; assists with the delivery of integrated services.
8. Manages recycling rate monitoring system; reviews and revises monitoring system which measures solid waste and recyclables and is used to calculate recycling percentages; coordinates with Metro and DEQ for system improvements.
9. Provides green design and construction consultation services; reviews and evaluates scope of project statements, design schematics, construction plans and specifications to establish project green building priorities and opportunities; tracks and maintains records for all green building projects; develops green design and technical resource center; develops residential, commercial and multi-family design and construction guidelines, rating systems and resource materials; compiles technical information for case studies, technical resources and specifications.
10. Coordinates media outreach efforts; writes articles regarding City positions on energy, recycling, and water conservation related issues; creates advertising and media advisories; coordinates informational events for the public; coordinates televising of related stories.
11. Prepares a variety of program progress reports.

OTHER DUTIES

1. Represents the City at local, regional and national venues. .
2. May supervise a small number of program employees; plans and evaluates the performance of assigned staff; reviews staff work assignments; schedules projects and activities; prioritizes projects to ensure work is completed in a timely and orderly manner; provides coaching for performance improvement; recommends merit increases; recommends disciplinary action.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Energy conservation and efficiency methods, practices and techniques.
2. Commercial and other customer energy consumption patterns.
3. Resource conservation methods, practices and techniques, including accepted industry practices in green design and construction, commercial recycling and waste prevention.
4. Statistical analysis and modeling techniques and supporting computer software.
5. Program evaluation principles, methods and techniques.
6. Effective methods for communicating, developing support for and implementing conservation programs for specific energy user groups.
7. Principles and practices of business communication.

Ability to:

1. Assemble and interpret statistical data applicable to design and evaluation of energy conservation and recycling and waste prevention programs.
2. Analyze issue and problems, develop alternatives and make sound, appropriate recommendations.
3. Understand, interpret, explain and apply City and local laws, regulations and programs applicable to energy conservation, recycling and waste prevention requirements.
4. Exercise sound independent judgment within established guidelines.
5. Operate a computer and use word processing, spreadsheet and graphics software in developing statistical analyses and preparing presentation materials.
6. Use a variety of technical equipment and measurement tools.
7. Communicate clearly and effectively, orally and in writing.

8. Represent the bureau effectively in meetings and before various groups.
9. Prepare clear, concise and accurate reports and other written materials.
10. Exercise tact and diplomacy in dealing with sensitive customer issues and situations.
11. Provide work direction and guidance to other staff to accomplish overall work objectives.
12. Maintain effective working relationships with bureau managers, staff, community and industry groups, customers and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major course work in environmental science, engineering, architecture, urban planning, public administration or a related field; and four years of progressively responsible professional experience in conservation and/or in informing and educating the public on public policy issues; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

7494 SENIOR COMMUNITY RELATIONS SPECIALIST. Adopted: 07-01-92

Revised:

May 2004. Expanded potential conservation program areas beyond energy only. Corrected years of experience from three to four. Added in language to cover possibility that incumbents may supervise.

June 2009 - Change Job Class number from 7227 to 30000507, due to system change.