

ENVIRONMENTAL RESOURCE SPECIALIST

Position: Environmental Resource Specialist

Supervises: None

Department: Development

Gives work direction to: None

FLSA Status: Exempt

Reports to: Director of Development

Revision Date: February 2024

POSITION SUMMARY

At will position appointed by the Executive Director and under the general direction of the Director of Development. Responsible for providing environmental and solid waste planning assistance to INRCOG, its member communities, and the Iowa Waste Exchange (IWE) program and its assigned service area.

ESSENTIAL JOB DUTIES

- In cooperation with the Director of Development, participates in the delivery of environmental and solid waste planning services and projects to member communities.
- Responsible for assessing waste streams, identifying reuse and recycling opportunities, expanding recycling efforts, researching recycling markets, and conducting waste sorts.
- Visits various commercial and industrial work sites to promote the Iowa Waste Exchange Program.
- Works closely with school officials to develop goals and implement programs regarding waste minimization.
- Works cooperatively with the Iowa Dept. of Natural Resources, Iowa Waste Reduction Center, Iowa Economic Development Authority, landfill commissions, public and private resource recovery points, regional solid waste planning committees, state employees and other regions across the state and/or out of the state to help network waste exchange information, identification and transfer programs.
- Assists with preparation of the Solid Waste Comprehensive Plan for the INRCOG Region.
- Researches, writes, and implements grant applications for a variety of programs and projects.
- Prepares, maintains, updates, and completes required reports to regulatory agencies.
- Attends and participates in meetings of various agencies and commissions, including member city council meetings.
- Works with the Black Hawk County Solid Waste Management Commission on projects per its agreement with INRCOG.
- Responds to inquiries from the public, businesses, developers, and other public and community officials.
- Prepares and maintains a variety of logs, databases, and reports relating to program activities.
- All other job duties as assigned by the Director of Development and/or the Executive Director.

INCIDENTAL JOB DUTIES

None

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledge of principles and practices used in environmental planning, including knowledge of business and industry waste streams.
- Ability to perform standard arithmetic and statistical calculations.
- Ability to access, read, interpret and apply technical information, including local and state codes; and other related ordinances, laws, and regulations.
- Ability to identify materials, both waste and byproducts within the solid waste stream, and match businesses and industries that may be users of the materials found within a waste stream.
- Ability to proficiently operate standard office equipment and a personal computer with software programs for word processing, spreadsheets, e-mail, and internet.
- Ability to interact with the public, business, industry, contractors, developers, and other public officials in a positive, courteous manner.
- Ability to detect deviations and other variances from established regulations and skill in identifying appropriate corrections.
- Ability to establish effective working relationships with coworkers and supervisors.
- Basic knowledge of bookkeeping and accounting functions.
- Ability to communicate clearly, both orally and in writing and to organize and verbally present complex material in a manner that is easy to understand.
- Ability to maintain accurate records.
- Ability to safely perform a range of physical activity, including walking, standing, bending, twisting, kneeling and climbing; using hands and arms to grasp or reach; and lifting, carrying, pushing and pulling.
- Ability to work regularly at the designated time and place and the ability to work under strict time constraints.
- Sufficient personal mobility that permits the employee to work in an office environment and to travel throughout a multi-county region to meet with business representatives and elected and appointed officials.

ENTRY REQUIREMENTS

Education/Training: Bachelor's degree in Environmental Science, Planning, Public Administration or related field preferred;

and

Work Experience: Prefer one year in Environmental Planning or related field;

or

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

Required licenses, registrations and certifications: None, except for State of Iowa Drivers License or ability to provide own transportation and driver for frequent travel.

Required post-offer physical examinations: Employer may require a physical examination that complies with state or federal guidelines.

Required drug testing: None

Residency requirement: None

Other testing required: Employment contingent upon satisfactorily passing an oral interview process.

WORK ENVIRONMENT

Work is performed indoors in an office setting and in a variety commercial and industrial work sites. Work includes working at a desk for extended periods of time; working with computers and other office equipment; moving throughout an office complex and from place to place throughout a multi-county area; and working directly with business representatives and elected and appointed public officials. Work may also involve frequent interruptions. Work will require travel within a large portion of eastern Iowa.

HOURS OF WORK

Minimum of 40 hours per week, Monday through Friday. Start and finish times may vary dependent on assignment. May be required to work additional hours or to change hours with minimal notice and to work evenings and/or weekends to attend meetings or as required for the operation of the agency. Frequent travel throughout the multi-county IWE designated service area and to various locations within the state is required.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
 4. The employer reserves the right to change or reassign job duties or combine positions at any time without prior notice.

Executive Director

Date

Director

Date

Employee

Date