**Utilities Environmental Services Coordinator Standard Job Description**

**Classification Title:** Utilities Environmental Services Coordinator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

**Minimum Pay:** $76,415

**Job Description Summary:**

The Coordinator, Utilities Environmental Services, under direction, provides technical and business development support to the Solid Waste and Recycling operations. Provides analytical wet laboratory support to the Water Laboratory and Wastewater Treatment Plants. Assists management with routine research and technical support.

**Essential Duties and Tasks:**

**40% Technical and Business Development Support**

* Provides technical and business development support to Solid Waste and Recycling Center; oversees promotional events to promote recycling and solid waste minimization activities.
* Works with student groups on recycling efforts and educational opportunities.

**30% Environmental Research and Compliance**

* Researches and provides technical support for Utilities environmental activities; maintains permits for wastewater discharges, CUP industrial discharge, boiler permits, and Title V.
* Engages in report writing, chemical inventories, and emissions inventories related to environmental compliance.

**10% Laboratory Support**

* Provides wet chemistry laboratory support to Water Lab and Wastewater Treatment and serves as a backup lab technician to both facilities.
* Performs basic analysis for permit parameters such as BODs, CODs, TSS, and DO.

**10% Safety and Compliance Contributions**

* Contributes to a safe work environment by reporting accidents and unsafe working conditions
* Uses proper personal protective equipment and follows safety procedures outlined in Material Safety Data Sheets.
* Participates in safety training.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in Engineering, Life, Physical, or Environmental Sciences.
* Three years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Laboratory Equipment

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to climb stairs and ladders.
* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**