

# City of Tarpon Springs, Florida

CITY MANAGER'S OFFICE

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MARK G. LeCOURIS  
CITY MANAGER

## MEMORANDUM

July 23, 2021

**TO:** Honorable Mayor and Board of Commissioners  
**FROM:** Mark G. LeCouris, City Manager *MGL*  
**SUBJECT:** Proposed Future Sustainability Coordinator Position Description

### SUMMARY:

Per your direction, I am providing for your consideration and input my recommendation for a **future** Sustainability Coordinator position that will best fit within our organization and deliver results for the City's Sustainability framework and actions. My recommendation includes the input from the Sustainability Committee and City staff, plus my own research speaking with various City Managers of surrounding communities with Sustainability positions.

The Sustainability Coordinator position is currently unfunded and I have other priority position needs that I have provided for your budget consideration. I propose that you approve the description and we add this position to our positions need list for filling as soon as funding is identified and only upon filling of the highest priority needs.

### BACKGROUND

I developed a draft Sustainability Coordinator position description for review by the Sustainability Committee in their recent July 15, 2021 meeting. That position description was presented and the Committee provided line and strike edits to the description. I have reviewed those comments and the accompanying memorandum from the Sustainability Committee. My recommended final edits to the position description mark-up are shown in **Exhibit 1**.

I agree with most of the edits proposed by the Committee (their original markup and memorandum are presented in **Exhibit 2**). The main difference that I have is that I do not recommend this be a separate department director level position that reports to me. This is not consistent with other area City Sustainability Coordinator positions, like those of Dunedin or Oldsmar. Also, the City of Clearwater has a coordinator position that reports to an Assistant City Manager. The Sustainability position job descriptions for these cities are included in **Exhibit 3**.

My recommendation is that this position would report to the Public Services Director and would collaborate with all City departments, with specific liaisons in these departments. Of course I would

establish the continued priority of Sustainability implementation to all department heads as I always have.

I propose that this position be graded as a Wage Grade 18, with a current minimum of \$46,035 and a maximum of \$75,234. ***This is actually proposed to be graded higher than the current average of salary ranges for the similar position in the cities of Clearwater, Dunedin and Oldsmar, see Exhibit 4.***

How this position would fit into the City's organization, including with my proposed priority positions that would support this position is shown in ***Exhibit 5.***

## ATTACHMENTS

- **Exhibit 1:** City Manager Proposed Future Sustainability Committee Job Description
- **Exhibit 2:** Sustainability Committee Memo and Job Description Recommendations
- **Exhibit 3:** Sustainability Position Descriptions for the Cities of Dunedin, Oldsmar, and Clearwater
- **Exhibit 4:** Pay Ranges for Area Sustainability Positions, as of 7/22/21
- **Exhibit 5:** Proposed Organizational Chart with Future Sustainability Coordinator Position

## Exhibit 1 – Sustainability Coordinator Position Description

Sustainability Committee Edits, from 7/15/21 Meeting

City Manager Edits, 7/23/21

### CITY OF TARPON SPRINGS

#### JOB DESCRIPTION

JOB TITLE: SUSTAINABILITY COORDINATOR ~~MANAGER COORDINATOR~~

DEPARTMENT: ~~TBD~~ SUSTAINABILITY PUBLIC SERVICES

REPORTS TO: ~~TBD~~ CITY MANAGER PUBLIC SERVICES DIRECTOR

DEPT. HEAD: ~~TBD~~ SUSTAINABILITY- PUBLIC SERVICES DIRECTOR

FLSA STATUS: NON-EXEMPT

CIVIL SERVICE: YES

LAST REVISION: JULY 23, 2021

#### GENERAL STATEMENT OF JOB

Responsible professional work in strategic planning, managing, coordinating, monitoring, and reporting to maintain the City's ~~Sustainability program~~ policies, programs, and initiatives that promote local environmental, energy, economic, and social sustainability. ~~Under general supervision, supports Board of Commissioner and City Manager goals and directives to develop and maintain programs and initiatives to achieve social, environmental, and financial vitality for the future of the City of Tarpon Springs.~~ Under direction of the ~~City Manager~~Public Services Director, this position will work with City staff, department directors, and elected officials to better evaluate, prioritize and integrate long-term economic, environmental, and social considerations into City plans, actions, and expenditures.

~~Works to develop a "green" municipality and encourage sustainability as an integral part of the future development of the City. Coordinates the development and implementation of a city-wide sustainability action plan. Incumbent implements and updates the sustainability action plan by setting targets and objectives that focus on the City's triple bottom line of economic prosperity, environmental quality, and social justice. Works with City departments to continuously reduce the environmental impacts of City facilities, operations, and services, embedding sustainability into departmental level strategies and mandates.~~ Establishes and fosters collaboration with leaders in the nonprofit and academic communities, the private sector, the Federal government, the State of Florida, regional entities, Pinellas County and local governments throughout Pinellas County and Central Florida in matters relating to sustainability. Works within the community to empower every resident of the city, regardless of social demographics or economic means, by both listening to and informing city residents of practical and attainable ways to live sustainably. Works closely with many internal and external stakeholders, including working with the Sustainability Committee, various city departments, and local businesses and citizenry. Performs related administrative work as required. May perform other professional work as assigned. A wide degree of creativity and latitude is expected.

#### ESSENTIAL FUNCTIONS

1. Promotes the use of methods, systems, and materials that are harmonious with land, water, energy natural resources and natural cycles.
2. Reviews, prioritizes and prepares recommended studies, actions, policies, projects, or programs to reduce the impacts of a changing climate, including sea-level rise, extreme rainfall, extreme heat events, droughts, flooding and storms, which threaten current community priorities, human wellbeing, property, infrastructure, and natural resources. and works with City staff and others to fund these efforts.
3. Facilitates actions to address rising sea levels, intense rainfall and other climatic stressors that will compromise crucial drainage infrastructure and drinking water supplies (through saltwater intrusion into rivers and the aquifer).
4. Works to reduce greenhouse gas emissions, increase energy efficiency, conserve water, reduce waste, and utilize environmentally responsible products and technologies within the City and Community via baseline and ongoing data collection and implementing action plans including a green fleet plan to reduce GHG emissions from city fleet.
5. Develops for approval draft policy measures to promote sustainability.
6. Works with stakeholders to develop and adopt sustainable practices by businesses and secure state and federal grants to fund adaptation efforts for local businesses.
7. Seeks to apply the economic benefits of sustainability measures to operational efficiency, the tourism economy, and overall community economic health; and encourages the growth of green jobs within the City of Tarpon Springs.
8. Organizes, prepares, participates, and performs follow up work for meetings as a staff liaison for sustainability matters, including Committee meetings, Board meetings, cohort meetings, and neighborhood civic meetings.
9. Develops training or presentation materials for various City departments or civic groups.
10. Communicates/coordinates with regulatory agencies to maintain compliance for associated regulated operations.
11. Applies for local, state, and federal government sustainability related grants and programs.
12. Coordinates and collaborates with Departments and partners on the implementation of sustainability policies, plans, programs, and initiatives.
13. Evaluates and reviews the effectiveness of sustainability policies, plans, programs, and initiatives.
14. Evaluates policies, plans, programs, and initiatives generated by city departments or the Board of Commissioners to determine effect on the city sustainability.
15. Establishes, fosters, and develops strong relationships for the benefit of the City and its sustainability programs.
16. Coordinates, organizes, and assists in the scheduling of staff and volunteers; engages and interacts with the public and other organizations.
17. Develops brochures, newsletters, and other printed and visual materials for distribution and/or presentation.
18. Develops, coordinates, and conducts educational programs including workshops and public events related to sustainability initiatives.
19. Utilizes basic principles of land, water, fish, wildlife, and other natural resources research in daily work.
20. Applies scientific principles of ecology, resource management, waste prevention, statistical

methods, chemical reactions, basic toxicology, and risk assessment / risk management.

21. Utilizes geolocation and geo-referencing software applications and other computer software, including Geographic Information System (GIS) programs.
22. Collects and compiles data related to the sustainability metrics of people, planet, and prosperity. Examples may include greenhouse gas emissions, waste production, recycling, energy and water usage, environmental conditions, public health conditions, equity, etc. Analyzes and evaluates data to reach sound conclusions.
23. Reviews, checks, and interprets scientific and environmental reports.
24. Analyzes situations and takes appropriate actions. Keeps supervisor informed of any problems or issues that require immediate attention.
25. Prepares clear, complete, and technically accurate reports
26. Reviews and understands technical research reports on emerging public health and environmental issues.
27. Tracks laws and regulations that might affect the City's sustainability policies and prepares strategic plans, updates, and reports for recommended action or information.
28. Works with a variety of staff and outside contacts to accomplish results.
29. Prepares and tracks budgets for assigned sustainability programs and projects.
30. Plans, evaluates, monitors, coordinates and supervises the work of any assigned employees or volunteers engaged in the sustainability program.
31. Assists in the preparation and evaluation of Requests for Qualifications (RFQs) or Proposals (RFPs) for professional services related to sustainability activities; manages consultant contracts and projects as assigned.

32. Works through Sustainability Action Plan framework with City staff and other stakeholders, including areas of:

- a. Identify historic structures for preservation and adaptation from climate change and seek funding for preservation/adaption needed.
- b. ~~33.~~ Develop a plan to preserve, restore, maintain and monitor natural lands and waterways.
- c. ~~34.~~ Ensure best practices for our open spaces including an urban forest management plan and Florida friendly plantings.
- d. ~~35.~~ Develop and implement a green infrastructure plan to reduce flooding and increase resilience during heavy rain seasons.
- e. ~~36.~~ Grow local economy by implementing green market development and increased ecotourism.

33. Performs all other duties as required

### **QUALIFICATIONS (minimum and preferred):**

#### **EDUCATION**

Sustainability Coordinator

Bachelor's Degree from an accredited college or university, preferably with major course work in Public Administration, Urban Planning, Business Administration, or the Natural Sciences, Public Health, or related field required.

#### **EXPERIENCE**

Three years or greater progressive experience in sustainability related public education,

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reporting, projects, policy, program development, and marketing.  
Knowledge of State and Federal environmental laws and regulations related to sustainability preferred.  
Experience with greenhouse gas inventories and other baselining of energy and water use preferred.  
Experience with planning, including comprehensive planning and strategic planning preferred.  
Experience with land development codes and review preferred.  
Experience with organizing and implementing assigned programs and establishing/maintaining effective working relationships with employees, other governmental agencies, industry and business as required by the work preferred.  
A combination of education, training and experience which provides the required skills, knowledge and abilities may be substituted at the City's discretion for required education and experience.

### **LICENSURE AND CERTIFICATION**

Valid Florida Driver's License required.  
Sustainability related credentials such as GRI, LEED, SASB, ISSP, a University-based Certification Program, or other related credentials are preferred and encouraged with this position.

### **SPECIALIZED SKILLS**

Able to handle multiple projects and competing priorities effectively.  
Able to plan, implement and coordinate administrative and sustainability programs.  
Able to express ideas clearly and concisely, orally and in writing to groups and individuals.  
Able to apply planning knowledge to specific administrative and technical problems.  
Able to use technical instruments and equipment and utilize computer applications and software design tools for development of figures, tables, documents, and presentations.  
Ability to deliver quality projects and/or plans on time and within budget.  
Ability to establish and maintain effective working relationships with employees, contractors, other agencies and the public, as necessitated by the work.  
Research and development of policies and plans.  
Reading and interpreting ordinances, contracts, construction plans, and legislation.  
Establishing and maintaining effective working relationships.  
Able to complete work with empathy and inclusivity as core values.  
Operating a computer and related software.  
Sustainability Coordinator

### **EQUIPMENT, MACHINES & TOOLS USED**

Computer Equipment: personal computer and associated programs and software.

General Office Equipment: calculator, fax and photocopier.

Laboratory/Field Equipment: composite samplers, groundwater bailers and field meters (pH, conductivity, temperature, etc.), survey instruments, data loggers, sampling pumps, water level probes, and other equipment as required.

### **ADMINISTRATIVE SKILLS**

Computer Skills: input data into computer programs, develop data bases, prepare reports, documents, and presentations.

Communication Skills: answer telephones, coordinate meetings, schedule appointments and compose letters/reports.

General Office Skills: maintain logs, proofread documents, balance figures, establish and maintain filing systems, research information and compile statistics.

### **WORKING CONDITIONS**

Subject to many interruptions.

Contact with persons under a wide variety of circumstances.

Occasional pressure due to multiple calls and inquires.

Subject to variable hours due to attending meetings, travel, or conferences.

### **WORKING ENVIRONMENT**

May be subject to injury from moving parts of equipment in field work.

Exposed to hazards from electrical/mechanical/power equipment.

May be exposed to toxic chemicals.

Exposed to housekeeping/cleaning agents/chemicals.

Exposed to hot or noisy equipment.

Exposed to hot and humid work environment.

Exposed to heat, wetness and odors.

Noise: sufficient noise to cause distraction or possible hearing loss without protective equipment.

May be exposed to extremes of heat and cold in all weather conditions.

**PHYSICAL DEMANDS:** The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING: NEVER OCCASIONALLY  
FREQUENTLY CONTINUOUSLY Sit Stand Walk Bend Squat Crawl Climb height 50 ft..  
Reach above shoulder level Crouch Balance Kneel Verbal Communications Written  
Communications Hearing ordinary conversation Near & Far Acuityability to see clearly at 20  
inches or less and 20 feet or more Peripheral Vision, Distinguish colors, and Depth Perception

REQUIRES COORDINATION FOR REPETITIVE ACTION: NEVER OCCASIONALLY  
FREQUENTLY CONTINUOUSLY In simple grasping: Right Left In firm grasping: Right Left In  
fine manipulating: Right Left In operating foot controls Right Left

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL: NEVER OCCASIONALLY FREQUENTLY CONTINUOUSLY Up to 50 lbs. JOB LOCATION: Majority of the work performed within City limits. The duties and work conditions listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or conditions does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee's Signature

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Date

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Print Name



Memorandum

Date: July 18, 2021

To: Mayor Alahouzos, City Commissioners, City Manager LeCouris, Paul Smith

From: Dory Larsen, Chair of Sustainability Committee

Re: Proposed Sustainability Position job description and rationale

Thank you for the opportunity for the sustainability committee to provide input into the discussion on the job description and rationale for a sustainability position for the city. During our last meeting on July 15, 2021 we had the opportunity to listen to Public Services Director, Paul Smith, outline City Manager LeCouris's rationale for combining sustainability work among two other positions (one in planning and one in public services), proposed job descriptions and his stance that a full-time position is not justified.

While we appreciate this view, we strongly disagree. **We feel there is need for a dedicated, full-time position to accomplish the staggering amount of work to address already occurring flooding and ongoing risks Tarpon Springs faces due to climate change as well as the myriad of sustainability work outlined in the STAR framework you are familiar with, and the position is supported by data from citizen input.** We understand the current budget limitations, however, also understand that "where there's a will there's a way". The city's budget is a reflection of what we value. Additionally, we have identified a way to use Federal COVID relief funds to pay for the position for at least two years.

In this memo we identify the need, potential funding, structure, community support and proposed job description for a full-time sustainability position.

## **BACKGROUND**

### **Need for position**

Our committee has been meeting monthly since October of 2019. One of the data points we identified is how lending institutions are beginning to apply local governments' preparedness for climate change to their credit rating. Having a high municipal bond rating is critical to the City's ability to secure funding for the work we will need to do to keep our city functioning in the future. In the article *A Framework for Analyzing Municipal Climate Risk*, [linked here](#), from Nasdaq.com, Emily Raimes, Vice President with Moody's Public Finance group says "We look not just at the vulnerability of state and local governments, but their ability to manage the impact. While we'll be looking at the data on rising sea levels and who may be more vulnerable, we'll also be looking at what these governments are doing to mitigate the impact."

Our committee firmly believes that the best way to demonstrate we are fully invested in solutions is by hiring a full-time sustainability position.

### **Funding for position**

It is our belief that for at least two years, the position can be paid for using Federal American Rescue Plan Funds if the position is tied to outcomes to improve water and sewer infrastructure (per Federal requirements) especially because of our City's unique risk of percentage of

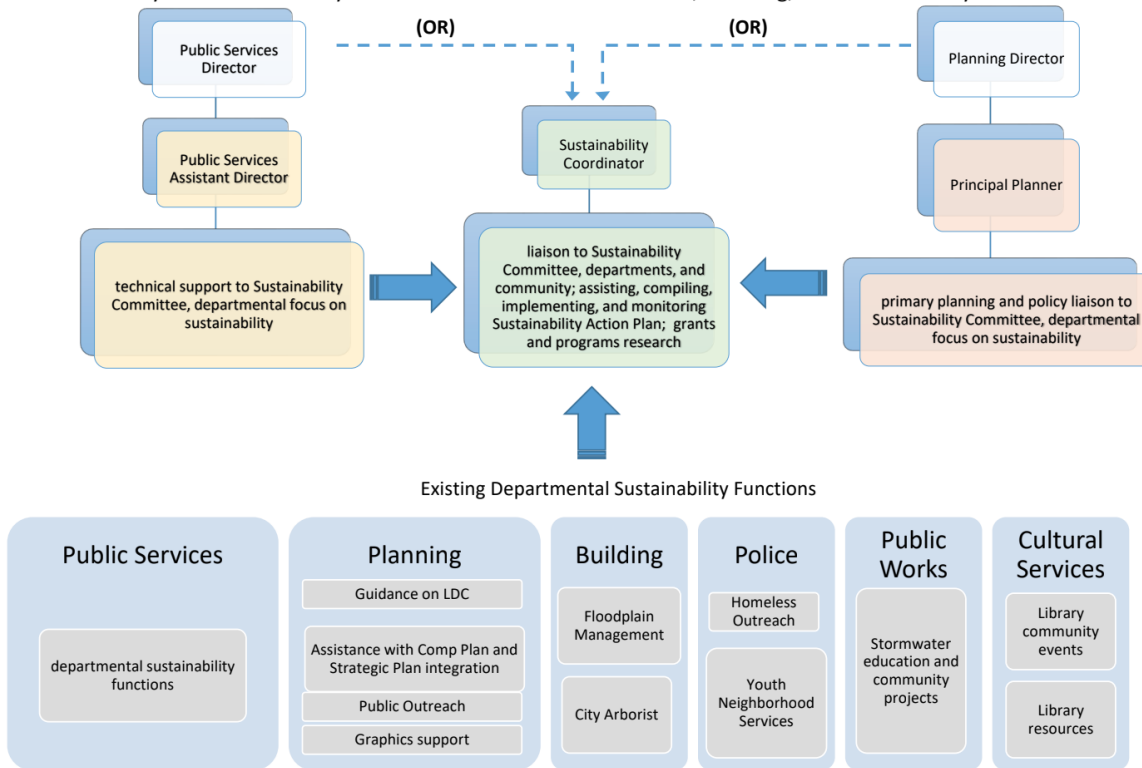
property at sea level. We would be willing to work with the City Manager on this. As you know, Tarpon is receiving between \$10 and 11 million dollars. Then, in subsequent years we could tie the position's funding to obtaining grant funding.

### Sustainability in City Structure

#### Report to City Manager: autonomy and access to strategically prioritize and fund efforts

Most sustainability positions are housed directly under the City Manager. We recommend this in order to allow the sustainability manager to engage with all departments including finance and work tri-directionally -city manager, sustainability and other departments- to identify, prioritize and fund critical work. Similarly, the Economic Development Manager reports to the City Manager. The City Manager provided a graphic (Exhibit 2 below) where he shows how the proposed position would interact with other city departments. We feel the sustainability position should be positioned (in the below diagram) to be parallel to the Public Services Director and Planning Director. If it is housed under a department and reporting to that department head they will not have the autonomy needed to push back when their time is being siphoned away from sustainability. Additionally, we feel a critical omission from the City Manager's solution is access to and planning with the finance department. **We believe it is critical for the sustainability position to have the ability to engage directly with the finance department and other departments as well as the city manager to strategically prioritize and fund sustainability efforts.** We also feel sustainability requirements should be embedded in EVERY new job posting for the city, and sustainability components should remain in the other two proposed positions (one in planning and one in public services).

Exhibit 2 - Citywide Sustainability Functions with New Public Services, Planning, and Sustainability Coordinator Positions



## Community Support

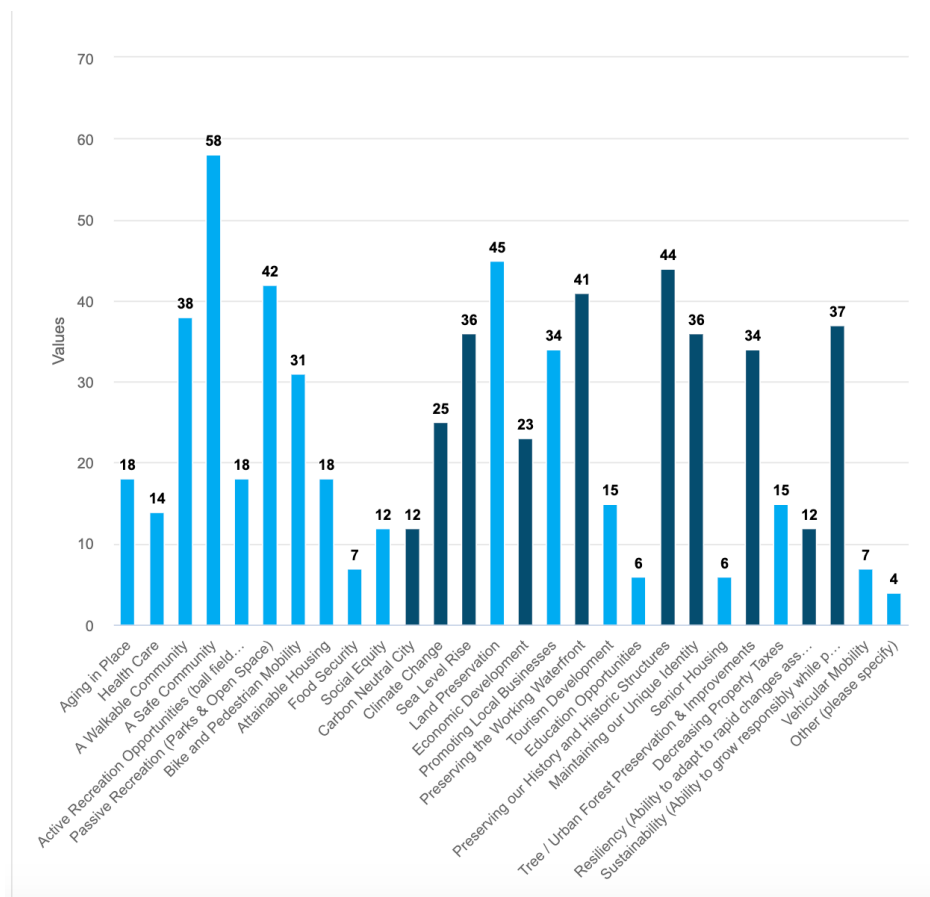
As you know, the city has begun using *Bang The Table* to collect community input regarding upcoming comprehensive plan updates. There is an ongoing survey on the city's website where the following question was posed:

**Thinking 30 to 40 years into the future of Tarpon Springs, which of the following topics do you find most critical to our future? Please check the top 10 that are most important to you.**

These are the results ranked in order of response:

1. SAFE COMMUNITY (58)
2. LAND PRESERVATION (45)
3. PRESERVING HISTORY AND HISTORIC STRUCTURES (44)
4. PARKS & OPEN SPACE (42)
5. PRESERVING WORKING WATERFRONT (41)
6. WALKABLE COMMUNITY (38)
7. SUSTAINABILITY (37)
8. SEA LEVEL RISE, MAINTAINING OUR UNIQUE IDENTITY\* (36)
9. PROMOTING LOCAL BUSINESS, TREE PRESERVATION\* (34)

\*tie between the two areas



It is interesting to note that sustainability is expressly identified as one of the responses. However, the concept of sustainability as identified by the *STAR Framework* is found in all of these responses. In response to the question “what would a sustainability director do all day?” please see below.

1. Implementation of the the *Sustainability Action Plan* (#7 above).
2. Work with the Public Services department to implement a local climate risk and vulnerability action plan that incorporates potential climate change impact scenarios and identifies specific actions to reduce risk and exposure from identified hazards. The plan will include metrics for measuring the success of adaptation actions to prepare for a changing climate. (#7 and 8 above)
3. Work with partners to develop a plan (including securing funding) to preserve, restore, maintain, and monitor conserved natural lands and waterways. (#2 and 7 above)
4. Work with the Cultural and Civic Services Director to identify historic structures and seek funding for preservation and adaptation to flooding and rising waters. (#3 and 7 above)
5. Coordinate with the Public Works Director and arborist to ensure best practices for our open spaces. Planting with Florida friendly and native species. (#4 and 7 above)
6. Work with local merchants to educate them on sustainable practices and coordinate with our Project Administration Director and Economic Development Manager to secure state and federal grants to fund adaptation and mitigation efforts for local businesses. (#9, 7, 8, 5 above)
7. Develop and implement a green infrastructure plan to reduce flooding and increase resilience during heavy rain seasons. (#7, 8, 9 above)
8. Work with Project Administration Director on Whitcomb Bayou Project. City to contract with consultant Arcadis to apply to FEMA for Building Resilient Infrastructure and Communities (BRIC) grant to address the flooding and erosion along the shores of Whitcomb Bayou. (#7, 8 above)
9. Work with Fleet director to implement green fleet plan to reduce GHG emissions from city fleet. (#7 above)
10. Work with Economic Development director to grow our local economy by implementing green market development, and increase ecotourism. (#5,7, and 9 above)
11. Develop and conduct internal trainings on sustainability best practices and coordinates inter department coordination. (#7 above)
12. Develop and conduct community training on sustainability best practices and coordinated educational outreach. (#7 above)
13. Liaison with other local government sustainability directors. (#7 above)
14. Enforce regulations and develop incentives to encourage residents and businesses to shift behaviors to
  1. prepare for future climate change impacts AND
  2. support the development of renewable energy infrastructure AND
  3. encourage the new construction of energy efficient buildings AND
  4. encourage the new construction of water efficient buildings and landscaping AND
  5. working toward community waste reductions targets
  6. monitor commercial boats for dumping oil and human waste (#7 above)

These are just some potential job functions. As you can see, sustainability cuts across every department and would have to be a full-time position to do the work in a timely way.

### **Sustainability Job Description Attachment**

Finally, please see the attached proposed job description for a Sustainability Manager. Please note our committee's recognition of need to fine tune it. Rather than generate a new document, our committee chose to show changes to the City Manager's proposed job description via strikethrough (to delete) and underline (to add) so you can easily see the differences. Importantly, the first change in the job description section is to denote our vision that sustainability isn't a program. Recycling is a program. Sustainability is a framework embedded in every department. Additionally, we sought to capture the desire for a comprehensive, approach to prioritizing and funding sustainability across every department.

### **Attachment**

- Draft job description for sustainability position from sustainability committee

## CITY OF TARPON SPRINGS

### JOB DESCRIPTION

**JOB TITLE: SUSTAINABILITY COORDINATOR ~~MANAGER~~**

**DEPARTMENT: ~~TBD~~ SUSTAINABILITY**

**REPORTS TO: ~~TBD~~ CITY MANAGER**

**DEPT. HEAD: ~~TBD~~ SUSTAINABILITY**

**FLSA STATUS: NON-EXEMPT**

**CIVIL SERVICE: YES**

**LAST REVISION: JULY 2021**

### GENERAL STATEMENT OF JOB

Responsible professional work in strategic planning, managing, coordinating, monitoring, and reporting to maintain the City's ~~Sustainability program~~ policies, programs, and initiatives that promote local environmental, energy, economic, and social sustainability. ~~Under general supervision, supports Board of Commissioner and City Manager goals and directives to develop and maintain programs and initiatives to achieve social, environmental, and financial vitality for the future of the City of Tarpon Springs.~~ Under direction of the City Manager, this position will work with City staff, department directors, and elected officials to better evaluate, prioritize and integrate long-term economic, environmental, and social considerations into City plans, actions, and expenditures.

~~Works to develop a "green" municipality and encourage sustainability as an integral part of the future development of the City. Coordinates the development and implementation of a city-wide sustainability action plan.~~ Incumbent implements and updates the sustainability action plan by setting targets and objectives that focus on the City's triple bottom line of economic prosperity, environmental quality, and social justice. Works with City departments to continuously reduce the environmental impacts of City facilities, operations, and services, embedding sustainability into departmental level strategies and mandates. Establishes and fosters collaboration with leaders in the nonprofit and academic communities, the private sector, the Federal government, the State of Florida, regional entities, Pinellas County and local governments throughout Pinellas County and Central Florida in matters relating to sustainability. Works within the community to empower every resident of the city, regardless of social demographics or economic means, by both listening to and informing city residents of practical and attainable ways to live sustainably. Works closely with many internal and external stakeholders, including working with the Sustainability Committee, various city departments, and local businesses and citizenry. Performs related administrative work as required. May perform other professional work as assigned. A wide degree of creativity and latitude is expected.

### ESSENTIAL FUNCTIONS

1. Promotes the use of methods, systems, and materials that are harmonious with land, water, energy natural resources and natural cycles.
2. Reviews, prioritizes and prepares recommended studies, actions, policies, projects, or programs to reduce the impacts of a changing climate, including sea-level rise, extreme rainfall, extreme heat events, droughts, flooding and storms, which threaten current community

priorities, human wellbeing, property, infrastructure, and natural resources-and works to fund these efforts.

3. Facilitates actions to address rising sea levels, intense rainfall and other climatic stressors that will compromise crucial drainage infrastructure and drinking water supplies (through saltwater intrusion into rivers and the aquifer).
4. Works to reduce greenhouse gas emissions, increase energy efficiency, conserve water, reduce waste, and utilize environmentally responsible products and technologies within the City and Community via baseline and ongoing data collection and implementing action plans including a green fleet plan to reduce GHG emissions from city fleet.
5. Develops for approval draft policy measures to promote sustainability.
6. Works with stakeholders to develop and adopt sustainable practices by businesses and secure state and federal grants to fund adaptation efforts for local businesses.
7. Seeks to apply the economic benefits of sustainability measures to operational efficiency, the tourism economy, and overall community economic health; and encourages the growth of green jobs within the City of Tarpon Springs.
8. Organizes, prepares, participates, and performs follow up work for meetings as a staff liaison for sustainability matters, including Committee meetings, Board meetings, cohort meetings, and neighborhood civic meetings.
9. Develops training or presentation materials for various City departments or civic groups.
10. Communicates/coordinates with regulatory agencies to maintain compliance for associated regulated operations.
11. Applies for local, state, and federal government sustainability related grants and programs.
12. Coordinates and collaborates with Departments and partners on the implementation of sustainability policies, plans, programs, and initiatives.
13. Evaluates and reviews the effectiveness of sustainability policies, plans, programs, and initiatives.
14. Evaluates policies, plans, programs, and initiatives generated by city departments or the Board of Commissioners to determine effect on the city sustainability.
15. Establishes, fosters, and develops strong relationships for the benefit of the City and its sustainability programs.
16. Coordinates, organizes, and assists in the scheduling of staff and volunteers; engages and interacts with the public and other organizations.
17. Develops brochures, newsletters, and other printed and visual materials for distribution and/or presentation.
18. Develops, coordinates, and conducts educational programs including workshops and public events related to sustainability initiatives.
19. Utilizes basic principles of land, water, fish, wildlife, and other natural resources research in daily work.
20. Applies scientific principles of ecology, resource management, waste prevention, statistical methods, chemical reactions, basic toxicology, and risk assessment / risk management.
21. Utilizes geolocation and geo-referencing software applications and other computer software, including Geographic Information System (GIS) programs.
22. Collects and compiles data related to the sustainability metrics of people, planet, and prosperity. Examples may include greenhouse gas emissions, waste production, recycling,

- energy and water usage, environmental conditions, public health conditions, equity, etc. Analyzes and evaluates data to reach sound conclusions.
23. Reviews, checks, and interprets scientific and environmental reports.
  24. Analyzes situations and takes appropriate actions. Keeps supervisor informed of any problems or issues that require immediate attention.
  25. Prepares clear, complete, and technically accurate reports
  26. Reviews and understands technical research reports on emerging public health and environmental issues.
  27. Tracks laws and regulations that might affect the City's sustainability policies and prepares strategic plans, updates, and reports for recommended action or information.
  28. Works with a variety of staff and outside contacts to accomplish results.
  29. Prepares and tracks budgets for assigned sustainability programs and projects.
  30. Plans, evaluates, monitors, coordinates and supervises the work of any assigned employees or volunteers engaged in the sustainability program.
  31. Assists in the preparation and evaluation of Requests for Qualifications (RFQs) or Proposals (RFPs) for professional services related to sustainability activities; manages consultant contracts and projects as assigned.
  32. Identify historic structures for preservation and adaptation from climate change and seek funding for preservation/adaption needed.
  33. Develop a plan to preserve, restore, maintain and monitor natural lands and waterways.
  34. Ensure best practices for our open spaces including an urban forest management plan and Florida friendly plantings.
  35. Develop and implement a green infrastructure plan to reduce flooding and increase resilience during heavy rain seasons.
  36. Grow local economy by implementing green market development and increased ecotourism.
  37. Performs all other duties as required

### **QUALIFICATIONS (minimum and preferred):**

#### **EDUCATION**

Sustainability Coordinator

Bachelor's Degree from an accredited college or university, preferably with major course work in Public Administration, Urban Planning, Business Administration, or the Natural Sciences, Public Health, or related field required.

#### **EXPERIENCE**

Three years or greater progressive experience in sustainability related public education, reporting, projects, policy, program development, and marketing.

Knowledge of State and Federal environmental laws and regulations related to sustainability preferred.

Experience with greenhouse gas inventories and other baselining of energy and water use preferred.

Experience with planning, including comprehensive planning and strategic planning preferred.

Experience with land development codes and review preferred.

Experience with organizing and implementing assigned programs and establishing/maintaining effective working relationships with employees, other governmental agencies, industry and



business as required by the work preferred.

A combination of education, training and experience which provides the required skills, knowledge

and abilities may be substituted at the City's discretion for required education and experience.

### **LICENSURE AND CERTIFICATION**

Valid Florida Driver's License required.

Sustainability related credentials such as GRI, LEED, SASB, ISSP, a University-based Certification Program, or other related credentials are preferred and encouraged with this position.

### **SPECIALIZED SKILLS**

Able to handle multiple projects and competing priorities effectively.

Able to plan, implement and coordinate administrative and sustainability programs.

Able to express ideas clearly and concisely, orally and in writing to groups and individuals.

Able to apply planning knowledge to specific administrative and technical problems.

Able to use technical instruments and equipment and utilize computer applications and software design tools for development of figures, tables, documents, and presentations.

Ability to deliver quality projects and/or plans on time and within budget.

Ability to establish and maintain effective working relationships with employees, contractors, other agencies and the public, as necessitated by the work.

Research and development of policies and plans.

Reading and interpreting ordinances, contracts, construction plans, and legislation.

Establishing and maintaining effective working relationships.

Able to complete work with empathy and inclusivity as core values.

Operating a computer and related software.

Sustainability Coordinator

Page 4 of 5

### **EQUIPMENT, MACHINES & TOOLS USED**

Computer Equipment: personal computer and associated programs and software.

General Office Equipment: calculator, fax and photocopier.

Laboratory/Field Equipment: composite samplers, groundwater bailers and field meters (pH, conductivity, temperature, etc.), survey instruments, data loggers, sampling pumps, water level probes, and other equipment as required.

### **ADMINISTRATIVE SKILLS**

Computer Skills: input data into computer programs, develop data bases, prepare reports, documents, and presentations.

Communication Skills: answer telephones, coordinate meetings, schedule appointments and compose letters/reports.

General Office Skills: maintain logs, proofread documents, balance figures, establish and maintain filing systems, research information and compile statistics.

### **WORKING CONDITIONS**

Subject to many interruptions.

Contact with persons under a wide variety of circumstances.

Occasional pressure due to multiple calls and inquires.

Subject to variable hours due to attending meetings, travel, or conferences.

**WORKING ENVIRONMENT**

May be subject to injury from moving parts of equipment in field work.  
Exposed to hazards from electrical/mechanical/power equipment.  
May be exposed to toxic chemicals.  
Exposed to housekeeping/cleaning agents/chemicals.  
Exposed to hot or noisy equipment.  
Exposed to hot and humid work environment.  
Exposed to heat, wetness and odors.  
Noise: sufficient noise to cause distraction or possible hearing loss without protective equipment.  
May be exposed to extremes of heat and cold in all weather conditions.

**PHYSICAL DEMANDS:** The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING: NEVER OCCASIONALLY FREQUENTLY CONTINUOUSLY Sit Stand Walk Bend Squat Crawl Climb height 50 ft.. Reach above shoulder level Crouch Balance Kneel Verbal Communications Written Communications Hearing ordinary conversation Near & Far Acuityability to see clearly at 20 inches or less and 20 feet or more Peripheral Vision, Distinguish colors, and Depth Perception

REQUIRES COORDINATION FOR REPETITIVE ACTION: NEVER OCCASIONALLY FREQUENTLY CONTINUOUSLY In simple grasping: Right Left In firm grasping: Right Left In fine manipulating: Right Left In operating foot controls Right Left

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL: NEVER OCCASIONALLY FREQUENTLY CONTINUOUSLY Up to 50 lbs. JOB LOCATION: Majority of the work performed within City limits. The duties and work conditions listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or conditions does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Print Name



## **Sustainability Program Coordinator, Public Works & Utilities**

### **City of Dunedin, Florida**

#### **Class Description**

### **JOB TITLE: Sustainability Program Coordinator**

Public Works and Utilities Department  
Solid Waste Division

#### **GENERAL STATEMENT OF JOB**

Under general supervision, develops and maintains programs and implements initiatives toward reducing the environmental impact of City of Dunedin operations and practices. Promotes a "green/sustainable" lifestyle for the residents and patrons in Dunedin. Works closely with many internal and external stakeholders, including working with the citizens' Committee on Environmental Quality, various city departments, and local businesses and citizenry. Performs related administrative work as required. Reports to the Division Director of Solid Waste.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

*The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.*

Develops, coordinates and conducts educational programs including workshops and public events related to sustainability initiatives.

Develops brochures, newsletters, and other printed and visual materials for distribution and/or presentation. Assists in the development and maintenance of the Solid Waste Division web page.

Assists in the production of public service announcements for educational and public relations purposes.

Develops and maintains reports, records, and other data, including required reporting to various departments, jurisdictions and the public.

Coordinates Dunedin's Green Local Government program, promotes Leadership in Energy and Environmental Design (LEED) standards and facilitate implementation of Dunedin's comprehensive environmental policies and strategic goal of sustainability.

Assists staff in defining goals, strategies, performance metrics, and long range plans for sustainability in Dunedin. Compiles an annual sustainability report.

Assists in preparation of budget, grant applications; verifies and reconciles expenditures of budgeted funds as appropriate.

## **Sustainability Program Coordinator, Public Works & Utilities**

Represents the City on various recycling and waste reduction committees. Schedules projects with the Division Director.

Performs all duties in compliance with established City and Division policies, procedures, schedules, and safety & quality standards.

Performs computer data entry inputting information and maintaining records.

Keeps supervisor informed of any problems or issues that require immediate attention.

Receives and responds to public inquiries regarding department activities in various forms, including but not limited to, personal visits, telephone, or electronic communication.

Attends training seminars and meetings as required and approved by Division or Department Director.

Types, copies, files and mails various routine and confidential letters of correspondence, reports, specifications, and official documents.

Performs other related duties incidental to the work described herein.

Serves as staff liaison for citizen based committees and county/state environmental committees.

Provides educational outreach for residents at schools, events and HOA's, etc.

Develops brochures, newsletters, and other printed and visual materials for distribution and/or presentation.

### **ADDITIONAL JOB FUNCTIONS**

Assists the solid waste operations as needed, including telephone and dispatch functions.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's Degree in environmental sciences or related field with two years of experience in solid waste or recycling industry.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

**Sustainability Program Coordinator, Public Works & Utilities**  
**PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Sustainability Program Coordinator. Understands specific City, county, state and federal ordinances as they apply to the duties and responsibilities of the position. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the ability to speak and understand the English language.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintain high quality communication and interaction with internal and external entities with whom the position interacts. Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgement:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solution to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgement.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra-and inter-departmentally.

### **Sustainability Program Coordinator, Public Works & Utilities**

**Relationships with Others:** Shares knowledge with manager, supervisors and co-workers for mutual benefit. Contributes to maintaining high moral among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Is able to offer assistance to fellow employees as necessary. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, telephone, engineer's scale, drafting instruments, etc. Has knowledge of and skill in the use of modern office equipment, including computers. Is able to type accurately at a rate sufficient for the successful performance of assigned duties.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of planning and development and land use terminology. Has knowledge of proper English usage, grammar, vocabulary and spelling.

**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; to perform routine algebraic and geometric operations.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned

**Sustainability Program Coordinator, Public Works & Utilities**

objectives. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret relatively complex materials pertaining to the responsibilities of the job

**Situational Reasoning:** Requires the ability to exercise the judgment required in situations involving evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some field data collection; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
Public Works & Utilities Director

Date 7/21/16





## Job Description

<b>Job Title:</b>	<b>SUSTAINABILITY COORDINATOR</b>
<b>Department:</b>	Public Works
<b>Division:</b>	Environmental Management

### **GENERAL DESCRIPTION**

Responsible, professional work monitoring, evaluating and coordinating the City's Sustainability, Recycling and various other regulatory and environmental programs. Developing and coordinating public outreach programs along with special events. Work is performed under the direction of the Director of Public Works and in coordination with all City Departments.

### **Essential Job Functions:**

(Essential job functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- ◆ Coordinate the data from all Public Works divisions and City departments to complete the NPDES MS4 annual permit.
- ◆ Assist Environmental Specialist as needed with Industrial Pretreatment program, illicit discharge investigating, and chemical or waste spill reporting as required by regulatory agencies.
- ◆ Provides technical assistance and guidance and develops programs to enhance the City's Stormwater Management, Solid Waste and Recycling programs.
- ◆ Coordinates the City's Green Local Government program including "Green City Designation."
- ◆ Promotes and coordinates the Leadership in Energy and Environmental Design Standards (LEED) program for City projects.
- ◆ Assists City Engineer in performing Environmental Resources Permit Inspections.
- ◆ Assist in obtaining grants for "Green" and environmental initiatives.
- ◆ Provides technical support to the Director of Public Works in reviewing plans and permits submitted to the City to ensure compliance with City Codes.
- ◆ Develop and maintain an energy and water monitoring/conservation program for City facilities. Provide assistance with identifying saving measures.
- ◆ Monitors energy and flow in the wastewater collection system to monitor and control inflow and infiltration.
- ◆ Facilitates and implements environmental policies and strategic goals of sustainability.
- ◆ Coordinates education and training of City employees on green policies.
- ◆ Meets with citizens and outside organizations to answers questions and present information on environmental and sustainability related issues.
- ◆ Attends applicable meetings and workshops.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills and Abilities:**

- ◆ Extensive knowledge of all areas of environmental science and sustainability measures.
- ◆ Ability to plan, direct and coordinate several projects simultaneously.
- ◆ Ability to create a positive image to the public relative to City environmental programs.
- ◆ Ability to work independently or in a team environment with various City Departments.
- ◆ Knowledge of LEED requirements for construction and renovation projects.
- ◆ Ability to operate a PC in a network environment.

**Education and Experience**

- ◆ Graduation from an accredited four-year college or university with a Bachelor’s Degree in Environmental Science, Engineering, Sustainability or a related field.

(A comparable amount of training or experience may be substituted for the minimum qualifications.)

**Licenses, Certifications or Registrations:**

- \* Possession of a valid Florida driver’s license.
- \* LEED Professional certification preferred.

**ESSENTIAL PHYSICAL SKILLS**

- \* Acceptable eyesight (with or without correction).
- \* Acceptable hearing (with or without hearing aid).
- \* Ability to communicate professionally in English both orally and in writing.
- \* Ability to stand, kneel, bend and stoop for reasonable periods of time.
- \* Ability to access, input and retrieve information from a network PC.
- \* Ability to sit at a desk and view a display screen for extended periods of time.

**ENVIRONMENTAL CONDITIONS**

- \* Works inside in an office environment and outside reviewing and supervising work.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability).

---

Employee

Date



## Sustainability Coordinator

Class Code:  
1670

Bargaining Unit: SAMP FT Classified Exempt

CITY OF CLEARWATER  
Established Date: Mar 1, 2019  
Revision Date: Feb 17, 2021

### SALARY RANGE

\$23.38 - \$37.41 Hourly  
\$1,870.29 - \$2,992.46 Biweekly  
\$48,627.46 - \$77,803.94 Annually

### POSITION DESCRIPTION:

Under general direction, the Sustainability Coordinator provides leadership, administrative work, and coordination in the development, organization, and management of the City's Sustainability Program, which partners with internal departments and external stakeholders.

### DUTIES AND RESPONSIBILITIES:

**Essential Functions:** -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential duties and responsibilities may include, but are not limited to, the following:

- Manages, coordinates, facilitates, and advises in the development of local government policies, plans, programs, and initiatives that promote sustainability that balances financial, environmental and social impacts.
- Communicates and coordinates City's Greenprint sustainability program and related initiatives to the community.
- Coordinates and collaborates with Departments and partners on the implementation of sustainability policies, plans, programs, and initiatives.
- Evaluates and reviews the effectiveness of sustainability policies, plans, programs, and initiatives.
- Evaluates policies, plans, programs, and initiatives generated by city departments or the city council to determine effect on the city sustainability.
- Establishes, fosters, and develops strong relationships for the benefit of the City and its sustainability programs.
- Facilitates discussions with and makes recommendations to City Council, advisory boards and other groups.

- Coordinates, organizes, and assists in the scheduling of staff and volunteers; engages and interacts with the public and other organizations.
- Developing, coordinating, and conducting educational programs including workshops and public events related to sustainability initiatives.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:****Licenses, Certifications, and Equipment:**

A valid State driver's license is required.

Does this position require a Commercial Driver's License? No

This position is required to operate the below equipment, machines, tools, and other work aides:

Telephone, copier, fax machine, calculator, personal computer, applicable departmental computer information system applications, and other equipment as assigned.

**Education and Experience:**

Bachelor's Degree from an accredited college or university, preferably with major course work in Public Administration, Business Administration, or the Natural Sciences, or related field, AND three (3) years of experience in sustainability related public education, program development, and marketing; OR an equivalent combination of education, training, and experience may be considered.

**KNOWLEDGE SKILLS ABILITIES:****Knowledge of –**

- Modern sustainability technologies, economics and environmental considerations
- Program management
- Scientific research and consensus regarding global conditions and how they may impact the local region
- Local, State, and Federal laws pertaining to sustainability
- Best practices related to sustainability and resiliency with a focus on local efforts
- Record keeping, report preparation, filing methods, and records
- General office policies and procedures; computers and general office equipment

**Skill in –**

- Research and development of policies and plans
- Reading and interpreting ordinances, contracts, and legislation
- Communicating effectively, verbally and in writing
- Speaking to the public and providing presentations
- Establishing and maintaining effective working relationships
- Empathy
- Operating a computer and related software

**ESSENTIAL FUNCTIONS:**

**Physical Requirements:**

Hours per day: 8 Days Per Week: 5 Indoor: 90% Outdoor: 10%

Physical Requirements:  Sedentary  Light  Medium  Heavy

Physical Requirements	Rarely (0 – 12%)	Occasionally (12% - 33%)	Frequently (34% - 66%)	Regularly (67% - 100%)
Bending, Stooping, Kneeling			X	
Climbing, Reaching		X		
Sitting				X
Standing, walking				X
Seeing				X
Hearing				X
Talking				X
Grasping				X
Lifting, Pushing, Pulling	0-10 lbs	10-30 lbs		
Repetitive Hand and Arm Manipulations			X	
Driving			X	
Use of Respirator	X			
Working in Adverse Weather Conditions	X			
Working with Hazardous Materials	X			

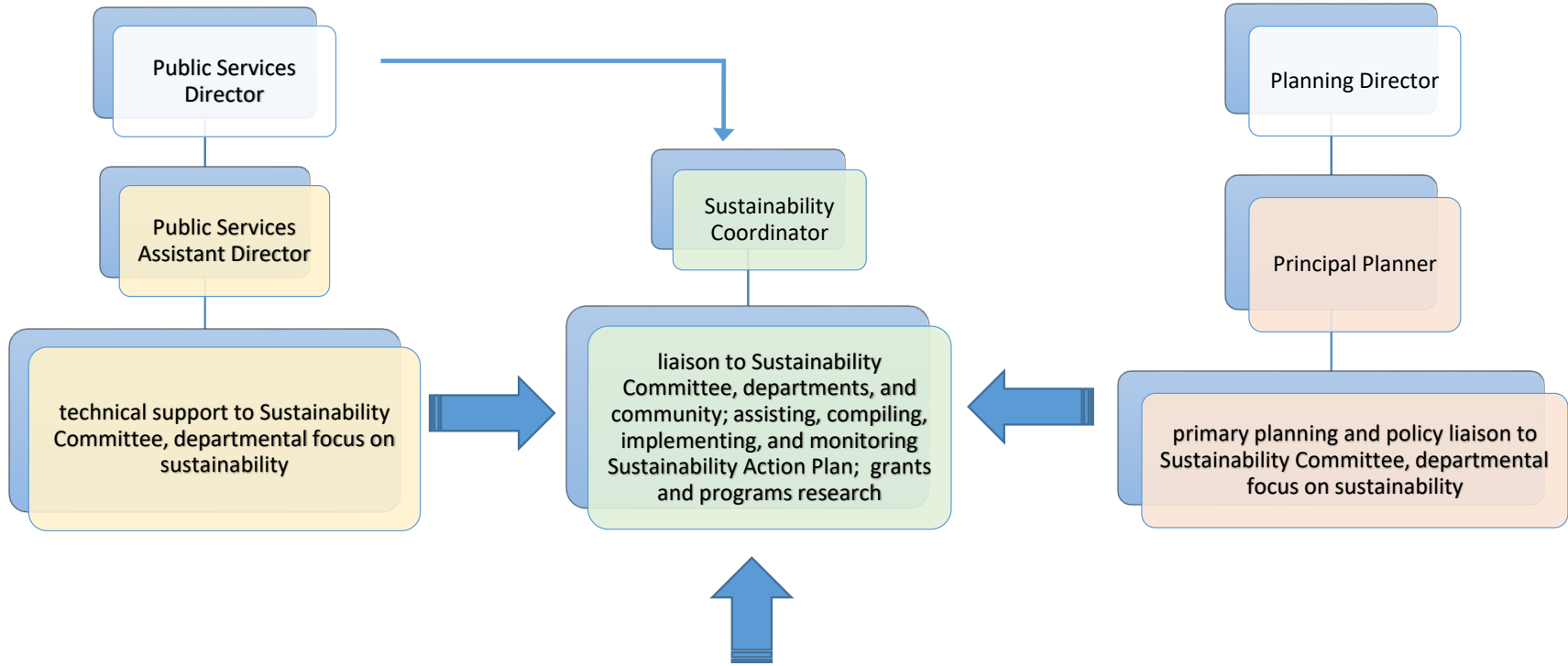
The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required, the physical requirements, the equipment used, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. These statements are subject to change at the discretion of the employer.

## Exhibit 4 - Pay Ranges for Area Sustainability Positions, as of 7/22/21

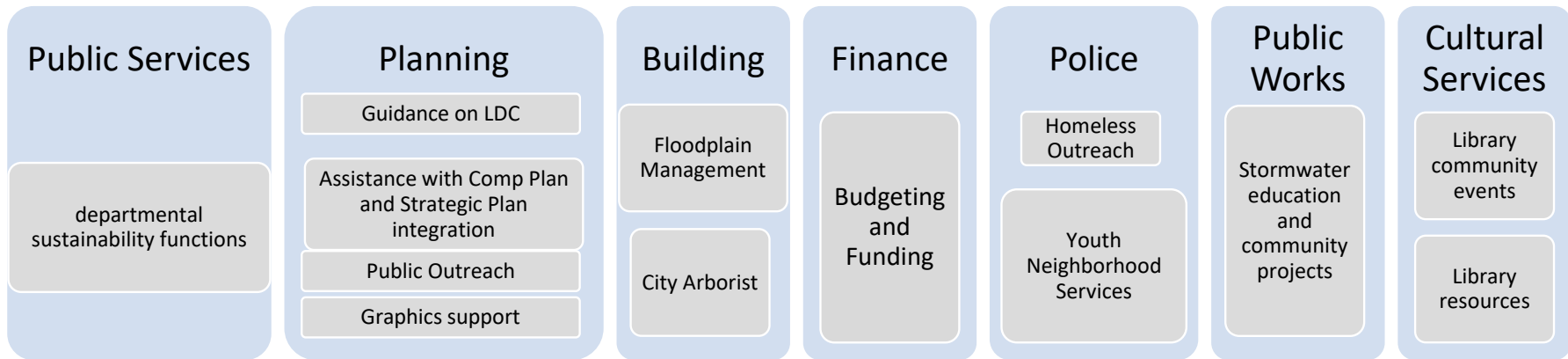
	Min	Max	average
Oldsmar	\$ 41,184	\$ 57,657	\$ 49,421
Dunedin	\$ 40,479	\$ 64,767	\$ 52,623
Clearwater	\$ 48,627	\$ 77,803	\$ 63,215
Average	\$ 43,430	\$ 66,742	\$ 55,086

Approximately City Pay Grade 17,  
Based on min.

# Exhibit 5 - Citywide Sustainability Functions with New Public Services, Planning, and Sustainability Coordinator Positions



## Existing Departmental Sustainability Functions



**LEGEND:**  
New positions

