

**CITY OF BURIEN, WASHINGTON**  
**JOB DESCRIPTION**

**Title:** Environmental Education Program Specialist  
**FLSA Status:** Non-Exempt  
**Salary Range:** 560

**Department:** Public Works  
**Reports to:** Civil Engineer II

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**General Position Summary**

This position is responsible for community engagement, public education, planning and policy support for environmental-focused efforts. The position will coordinate the annual StormFest event, support efforts to improve water quality, and promote the use of Low Impact Development and green stormwater infrastructure consistent with the National Pollutant Discharge Elimination System (NPDES) Permit requirements.

**Essential Functions**

- Supports and models the identified vision, values and behaviors of the organization.
- Creates and conducts educational and outreach programs related to stormwater, environment, water quality, and watershed health. This may include public presentations, classroom activities with local schools, workshops, and/or providing public volunteer opportunities.
- Serves as lead coordinator for annual interjurisdictional StormFest event.
- Acts as a technical resource within the City for LID related questions, internally for City staff and externally for residents and the business/development community.
- Serves as project manager for community projects (i.e. – rain gardens, neighborhood culvert improvements, etc.)
- Provides development and on-going support of environmental planning efforts, including the City's Climate Action Plan.
- Manages consultants and contracts.
- Prepares and distributes stormwater and water quality related educational and marketing materials, both in print and digitally through social media.
- Provides planning and/or design assistance for green stormwater infrastructure projects.
- Assists with the Miller-Walker Basin Stewardship Program, and works to expand stewardship opportunities to other parts of the City.
- Assists Public Works and Community Development staff with setting policy and procedures related to public education/outreach and promoting the use of LID within the City.
- Investigates and resolves citizen drainage complaints, emergency spill reports, and/or illicit discharge and connection concerns.
- Assists with maintaining tracking system(s) for various components of the NPDES Permit, and preparing NPDES Annual Reports.
- Provides technical assistance to citizens and staff.
- Performs related duties as assigned.

## **Secondary Functions**

- Updates the City website's stormwater information.
- Performs water quality and quantity monitoring and data collection, and enters data into GIS.
- Prepares and submits grant applications to other agencies for funding of stormwater related projects.
- Assists with training of City staff on LID and IDDE topics.
- Serves on and participates in various employee committees.

## **Job Scope**

Performs recurring work situations with occasional variations from the norm. The position involves a moderate degree of complexity and the incumbent operates from established and well known procedures under moderate supervision.

## **Interpersonal Contacts**

The incumbent interacts with engineering personnel, planners, other government agencies, contractors, consultants and the public to exchange information, coordinate work, answer questions and respond to complaints.

## **Specific Job Skills**

Knowledge of:

- Technical aspects of stormwater management principles.
- Basic operation and maintenance principles of stormwater control facilities.
- General principles, practices, and standards of civil engineering and planning.
- Low Impact Development techniques, including design and maintenance standards.
- Applicable City, state, and federal codes, ordinances, specifications, procedures and standards.
- Database record-keeping and retrieval techniques.
- General mapping and GPS/GIS techniques.
- Personal computers and software (databases and asset management).

Ability to:

- Read and interpret engineering and concept-level plans to evaluate stormwater systems.
- Assure compliance and compatibility with existing systems and applicable codes, standards, specifications and practices.
- Accurately inspect, investigate, test, sample, and analyze water and other environmental resources.
- Explain complex technical information and procedures verbally and in writing to others lacking technical knowledge.
- Operate a variety of computer software including Microsoft Office, asset management software (such as Cityview or Cityworks) and ESRI ArcGIS, and equipment including but not limited to a level, GIS data collector, calculator and fax machine.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Prioritize and schedule work appropriately.
- Consistently meet schedules and deadlines.
- Recognize occupational hazards and utilize standard safety practices.
- Establish and maintain cooperative and effective working relationships with others.

**Mental Abilities**

Continuous interpersonal skills, teamwork, customer service, use of discretion, and ability to read, write, speak, and understand English; frequent creativity, decision making and problem analysis; occasional independent judgment and/or action; and rare presentations, teaching, training, supervision, mentoring, and negotiation.

**Physical Abilities**

Continuous talking, hearing, and handling; frequent standing, walking, and sitting; occasional fingering, feeling, and repetitive motions of hands and wrists; and rare stooping, bending, reaching, crawling, climbing, and repetitive motions of feet. Must be able to push, pull, lift and carry forty pounds.

**Education and/or Experience**

Two years college level coursework in environmental science, engineering, urban planning, education, urban design, or related field AND two years of work experience in stormwater management, an environmental science, or education OR a combination of education, training and experience which provides an equivalent background required to perform the work of the position.

**Special Requirements**

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.

**Job Conditions**

Work is performed in the office environment and outdoors, and may involve travel to a variety of locations to perform site visit work and/or attend meetings. The work environment is fast-paced, and the noise level is frequently moderate to high.

**Hazards**

Working on or around traffic, ladders, and open trenches; exposure to various dusts; tripping hazards from unstable walking surfaces; inclement weather conditions; unrestrained animals; and contact with dissatisfied or abusive individuals.

Revised 01302020