

## **Kennebec Valley Council of Governments**

### **Environmental Coordinator**

Kennebec Valley Council of Governments (KVCOG) is a community nonprofit organization that provides planning and economic development assistance to the member towns in Kennebec, Somerset, Waldo, and Piscataquis counties. KVCOG is accepting applications for an Environmental Coordinator who can provide professional technical and administrative assistance to our region on waste management and other environmental issues.

#### **NATURE AND SCOPE OF WORK:**

The Environmental Coordinator is responsible for delivering technical and administrative assistance to municipal and regional entities on waste management and other environmental topics. Examples of responsibilities include:

- Provides technical assistance to municipal officials on complete range of solid waste issues, including working as staff to local and regional committees related to solid waste management.
- Monitors and reports on federal and state regulations and programs. Conveys appropriate information to municipal officials and local groups.
- Creates work programs and administers funding sources such as USDA Solid Waste Technical Assistance.

The Environmental Coordinator should also be able to assume some of the duties and responsibilities of the Community Coordinator. These include:

- Work with local committees in drafting, review, and revision of local plans, regulations, and related materials. Assist in the implementation, interpretation and administration of plans and ordinances.
- Correctly and efficiently utilizes and analyzes demographic, economic, environmental, tabular and mapped sources of information for presentation in reports and to audiences in support of planning initiatives.
- Attends meetings of local, regional, and state groups and committees, planning seminars, and conferences. This includes evening meetings.
- Develops funding proposals and grant applications for delivery of service programs. Manages work programs and contracts in coordination with funding source.
- Communicates and coordinates plans and projects with other coordinators and KVCOG staff, local and regional groups, and governmental agencies.

- Prepares reports, plans, ordinances, and other planning-related documents utilizing word processing, presentation, database, and spreadsheet software, integrating computer generated maps (GIS) and graphics as necessary.

### **JOB REQUIREMENTS AND QUALIFICATIONS:**

Working knowledge or the willingness to learn of the principles, and practices, and applications of environmental management. Knowledge and practical experience in waste disposal, composting, recycling, waste reduction, and landfill operations a plus.

Excellent oral and written communication skills including the ability to present technical information and planning concepts clearly and effectively to a range of audiences.

Ability to organize and facilitate group and committee discussions leading to clear and identifiable outcomes. Must have the ability to organize and coordinate programs, committees, and volunteers towards specific initiatives.

Ability to communicate and work well with local, state, and federal officials, and colleagues in other public and private agencies and institutions.

Ability to work with limited supervision, to organize and execute work assignments in a thorough and timely manner, to work under frequent time pressures and be able to keep several projects in progress at the same time.

Willingness to travel, primarily within the central Maine area, and to attend night meetings, using personal vehicle for business use (reimbursable).

### **Training and Experience**

A four-year college degree is desired however other experiences will be considered. Preferable experience in environmental sciences, planning, waste management, and/or nonprofit work. Experience with municipal facilities, public works, transfer stations and landfills are desired. Applicants with the following certification(s) will be given preference: NAHMMA, Maine DEP transfer station certification; Maine Compost school; SWANA MOLO certification, OSHA Hazwoper certification, Certified Environmental Coordinator (AICP CEP). KVCOG will provide training and certification allowance for the first year of employment.

This is a full-time, exempt position with a comprehensive benefits package including health, dental, vision, life, short and long-term disability, paid time off, paid holidays, 403(b) pension plan with agency match, flexible work schedules, and more. Salary range is 50-65 K to start with experience. KVCOG is an Equal Opportunity Employer.

Cover letter, resume, and references should be emailed to [hr@kvcog.org](mailto:hr@kvcog.org) .Applications will be accepted until position is filled.