

# McALESTEROK

Small Town. Big Frontier.

CITY OF McALESTER  
NOTICE OF JOB OPENING

**JOB TITLE: ENVIRONMENTAL PROGRAMS  
COORDINATOR**

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There is a **full-time** position open in the **Engineering Department** for an **Environmental Programs Coordinator**.

**CLASSIFICATION:** 121-1 TO 121-46

**PAY RANGE:** \$17.863 TO \$27.952 per hour (depending on experience)

**DUTIES:** See Attached Job Description

**APPLICATION PROCEDURE:** Applications may be picked up from the Human Resources Office located on the first floor.

**OPENING DATE: FRIDAY, MARCH 29, 2019**

**CLOSING DATE: UNTIL FILLED**

The City of McAlester is an EQUAL OPPORTUNITY EMPLOYER.

**CITY OF MCALESTER  
POSITION DESCRIPTION**

**TITLE: ENVIRONMENTAL PROGRAMS COORDINATOR**

**DUTIES**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to provide quality control and quality assurance in all facets of construction.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Update regulations and enforce the regulation within the Floodplain as mandated by the State of Oklahoma and the Federal Government.

Completes required regulations for the Storm water Program.

Provide quality control and quality assurance through testing methods for engineering and Public Works projects.

Performs permit review for Engineering and Public Works.

Provides solutions for complaints directed to Engineering.

Prepare ordinance language to be presented to the City Council as assigned by the Public Works Director.

Coordinate services provided by hired consultants as directed by the Public Works Director.

Promote City Programs to Civic Organizations.

Attend organized events to promote specific awareness of City programs.

Provide assistance where needed throughout the city as directed by the Public Works Director.

Coordinate with FEMA and ODEM when catastrophic events happen to the City infrastructure.

Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a bachelor's degree.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

May require national level certification in Floodplain Management.

**EXPERIENCE REQUIREMENTS:** *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience. Storm water Management requires basic knowledge of storm water law and ability to implement State mandated regulations.

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking some of the time, exerting up to 50 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

**UNAVOIDABLE HAZARDS:** *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards. May sometimes be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, fumes or noxious odors, and toxic or caustic chemicals.

**SENSORY (ADA) REQUIREMENTS:** *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position may require normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, or texture perception.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The City of McAlester is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.