

City of Dunedin, Florida
Class Description

Position Title: Environmental Specialist I
Public Works Department
Sanitation and Recycling Division

GENERAL STATEMENT OF JOB

Under general supervision, develops and maintains programs and implements initiatives toward reducing the overall waste of the City of Dunedin. Engages in public education activities to support waste reduction goals and objectives. In addition, provides support for special projects and assignments within the Public Works Department and collaborates with other City departments, including the Division of Strategy and Sustainability. Reports directly to the Public Works Environmental Program Manager.

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.

Ensures internal compliance with recycling standards and effectively educates staff according to the standards and best management practices including the City's recycling contract. Promotes external recycling participation by engaging in education activities including, but not limited to, public speaking engagements, school presentations, social media campaigns and videos, written articles, and events. Education activities may include partnerships with local and state universities for research purposes.

Responsible for day-to-day maintenance of residential backyard composting program. Supports the launch of internal food waste collection programs within the City. Facilitates the expansion of internal food waste collection, launch of external food waste collection programs, and other composting activities. Promotes composting and food waste reduction activities by engaging in education activities including, but not limited to, public speaking engagements, school presentations, social media campaigns and videos, written articles, and events. Education activities may include partnerships with local and state universities for research purposes.

Develops and maintains high-level documents, and other data, including required reporting to various departments, jurisdictions and the public. Responsible for collection and maintenance of data collection, data interpretation, and data management for assigned projects and programs.

Represents the City on various environmental committees both internally and externally, including county/state committees such as the Pinellas Partners in Recycling.

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

Supports and assists with the coordination and implementation of the City's Vulnerability Assessment and Adaption Plan. May assist with the City's Resilient Environmental Action Master Plan; assists with the preparation of Strategic Plan amendments and reporting; supports other programs related to Solid Waste, waste reduction and zero waste initiatives, environmental management, and other similar programs, and projects related to Public Works emergency response including hurricanes, weather events, or other public purposes and additional projects as assigned by the Public Works Director.

Performs other related duties incidental to the work described herein.

Works emergency situations (including weather and other extreme conditions), as required.

ADDITIONAL JOB FUNCTIONS

Assists sanitation & recycling operations as needed, including telephone and dispatch functions.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's Degree with major coursework in Environmental Sciences, Education, Public Administration, Public Relations or directly-related field. Requires at least one year of verifiable work experience in public education, sustainability, environmental management, or a related field.

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

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to remain onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager, or report for duty immediately following an emergency event.

Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

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 Environmental Specialist I. Understands specific City, county, state and federal ordinances as they apply to the duties and responsibilities of the position. Is skilled in applying 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, write and understand the English language. 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.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to make data driven decisions and also arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or composition aligns with or deviates from standards, procedures or routines.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to provide leadership and supervision as required. 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: Has knowledge of the methods, equipment, tools and materials of the Public Works Department. Requires the ability to use, operate and/or handle equipment such as a computer, iPad, calculator, copier, recording equipment, telephone and City 800 MHz two-way radio system.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has the ability to read, write, speak and understand the English language.

Mathematical Aptitude: Has knowledge of mathematics. Requires the ability to perform addition, subtraction, multiplication and division, to calculate decimals and percentages, utilize geometry.

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 objectives. Has the ability to plan, organize and prioritize daily assignments and work activities.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-30 pounds) occasionally up to 50 lbs. Some tasks require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks may require exposure to smoke/dusts/pollen, fumes, odors, wetness/humidity, electric currents, disease/pathogens, harsh cleaning agents, toxic/poisonous agents, vibrations, machinery hazards, noise extremes, bright/dim light.

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 Sanitation & Recycling employer.



Director of Public Works

September 5, 2025

Date