

CITY OF MARCO ISLAND
ENVIRONMENTAL PLANNER JOB DESCRIPTION

JOB TITLE: Environmental Planner

DEPARTMENT: Growth Management

ROLE & LEVEL: Professional 2

REPORTS TO: Director of Growth Management

FLSA STATUS: Non-Exempt

WORK OBJECTIVE:

Performs a variety of complex administrative, technical, and professional work in the field of environmental impact analysis and protection, natural resource planning and remediation, and planning/zoning review. Responsible for ensuring compliance with federal, state, and local environmental regulations. Work includes identifying, evaluating, and recommending solutions to environmental and natural resource issues including, but not limited to, natural resource management, water quality, pollution, with an emphasis in protecting sensitive coastal plant material and wildlife native to the City of Marco Island. Develops, recommends, and implements conservation and protection programs consistent with the City's Comprehensive Plan and the Land Development Code.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews permit applications for residential and commercial development, including single family homes, docks, seawalls, and commercial buildings; and inspects construction in progress to ensure compliance with federal, state, and local environmental regulations
- Monitors and reviews permits related to protected species, including burrowing owls, gopher tortoises, bald eagles, shorebirds, manatees, ospreys, and sea turtles to ensure compliance with federal, state, and local environmental regulations
- Performs inspections related to construction and complaints of the City's beach-dune system. Monitors and inspects erosion, erosion control structures, beach vegetation, and enforcement and restoration projects; reviews vegetation removal and trimming permits on beach dunes, conservation areas, and undeveloped properties
- Coordinates, monitors, reviews, and analyzes surface water quality sampling and testing processes
- Monitors and inspects real estate, City property, conservation areas, and sand dunes for exotic flora and fauna; coordinates with code enforcement and appropriate stakeholders for management and removal
- Monitors dredge and fill activities; coordinates with zone management, contractors, and local stakeholders to ensure contract compliance with federal, state, and local regulations

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- Creates and implements policies and programs to educate local landscapers and promote green initiatives, best management practices, and appropriate landscaping practices in support of the City's natural resources and ecosystems
- Participates in floodplain management functions; coordinates with City administration in developing and maintaining the City's community rating system for flood insurance
- Advises property owners and local stakeholders of their responsibilities in designated archeological and historical areas of the city
- Engages in community outreach activities and functions by providing environmental education and information to local community groups and during public events
- Functions as environmental staff liaison for various governmental, advisory, and stakeholder entities in developing and administering the City's compliance, activities, and programs
- Provide guidance and direction to management for ensuring environmental compliance and protection of all City natural resources including waterways, protected species, habitat and coastal resources
- Review and recommend improvements to existing environmental programs and policies for protection of natural resources and compliance assurance. Make recommendations to management to improve local codes, regulations and policies to maintain the high quality and health of its valued coastal resources

Supervision:

- None

MINIMUM QUALIFICATIONS:

Bachelor's degree in Environmental/Natural Resource Planning, Engineering, Science or related field supplemented by a minimum of seven (7) years' full-time experience in environmental resource planning, analysis, protection, and conservation; or an equivalent combination of education, certification, training, and/or experience. Must have a valid Florida driver's license. Preferences toward licenses, certification, and additional degrees in related field.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal, state, and local environmental and land use regulations, standards, and requirements governing the work
- Knowledge of the principles, practices, methodologies, and techniques utilized in environmental resources analysis, protection, and conservation
- Skill in critical thinking for issues resolution and process improvement recommendations
- Skill in working independently and following through with assignments with minimal direction
- Skill in the operation of tools and equipment necessary to perform duties

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- Ability to operate a computer using Microsoft Office products (Word, Outlook, and Excel) and applicable department and organization specific software
- Ability to research, compile and develop clear, concise and accurate reports and associated documentation to facilitate effective decision making
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to measure and perform mathematical computations applicable to the work
- Ability to provide exceptional internal and external customer service
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to read, interpret, and work from construction plans and blueprints
- Ability to enforce applicable codes and ordinances with firmness, impartiality, and tact
- Ability to communicate effectively verbally and in writing
- Ability to organize work for timely completion

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Some tasks require the ability to communicate orally and in writing.

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The job description does not constitute an employment agreement between City of Marco Island and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Marco Island is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, City of Marco Island provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date