

# Job Title: ENVIRONMENTAL PROGRAM COORDINATOR

## Low Income Home Energy Assistance Program (LIHEAP) Coordinator

**Position Number: 22115271**

**County: Pulaski**

**Posting End Date: January 25, 2022**

**Anticipated Starting Salary: \$40,340**

**Arkansas Energy Office**

**The mission of the Arkansas Department of Energy and Environment is to provide effective and efficient energy and environmental solutions informed by science. The Department promotes responsible management of resources and protects the environment for the benefit of all Arkansans.**

### Position Information

Class Code: X054C

Grade: GS07

FLSA Status: EXEMPT

Salary Range: \$40,340.00 - \$58,493.00

### Summary

The Environmental Program Coordinator is responsible for planning and directing resources in the process and implementation of field inspections of public and privately owned permitted facilities to ensure compliance with environmental laws for the state. This position is governed by state and federal laws and agency/institution policy.

### Functions

Provides general supervision of professional and administrative support staff by interviewing and recommending for hire, assigning and reviewing work, training new employees, and evaluating employee performance. Supervises team operations, assigns, assists, and reviews inspectors, as needed, and monitors required emission testing to ensure compliance with applicable regulations. Supervises, assigns, assists, and reviews inspectors, as needed, and investigates citizens' complaints against industrial sites and individuals. Performs emergency response, as needed, and responds to industrial and transportation accidents and other catastrophic events that pose immediate threats to human health and the environment. Directs or conducts special projects, as directed by management, by: assigning work activities, monitoring progress, and preparing status reports, or making presentations, as required. Reviews, revises, and assists in the preparation of detailed, highly technical reports that include lengthy narratives and incorporate interpretations of complex state and federal regulations into compliance determinations. Makes compliance assessments of facilities based on state and federal regulations and coordinates these relative to department policy so that appropriate corrective actions are prescribed for facilities working to achieve compliance. Prepares detailed written technical reports of evaluated facilities citing and documenting any violations and deficiencies as they relate to permits and state or federal laws and regulations. Performs other duties as assigned.

### Dimensions

None

### Knowledge, Skills and Abilities

Knowledge of state and federal pollution control regulations and investigation standards and procedures. Knowledge of the principles of natural and environmental sciences affecting pollution control. Knowledge of scientific testing equipment and analytic procedures utilized to determine compliance with regulations. Ability to plan, organize, and oversee the work of subordinates. Ability to plan, conduct, and monitor on-site scientific inspections, evaluate findings, determine compliance with pollution control regulations, and prepare reports. Ability to obtain emission data samples for laboratory analysis. Ability to respond to emergency situations and

monitor containment/removal of pollutants. Ability to train others in pollution control procedures. Ability to review and evaluate reports/records.

### Minimum Qualifications

The formal education equivalent of a bachelor's degree in biology, chemistry, or environmental science; plus two years of progressively more responsible experience in pollution control-related activities, sanitation inspections, or related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

### Licenses

None

### Preferred Qualifications

- Ability to use initiative in gathering information and completing tasks
- Experience leading a team
- Ability to lead onsite and remote monitoring assessments
- Ability to work both independently and in a team environment
- Ability to communicate effectively, both in writing and orally
- Ability to identify, analyze and solve problems
- Ability and willingness to quickly learn, interpret, and communicate federal and state regulations and guidance that affects the Low Income Home Energy Assistance Program (LIHEAP)
- Ability to build and maintain positive relationships with internal and external stakeholders
- Good and consistently fair judgment, courtesy, confidentiality, and tact used in dealing with the staff and public when giving and obtaining information
- Familiarity with Energy-related programs like the Weatherization Assistance Program (WAP), knowledge of which will enable coordination between LIHEAP and WAP
- Experience developing a state plan, interpreting policy, sub-granting funds to local service agencies, and speaking to groups of people
- Strong time management skills, including ability to provide thorough and accurate updates on work assignments, use time effectively, manage multiple priorities, and consistently meet deadlines
- Proficiency in Microsoft Outlook, Word, Excel, PowerPoint, and various social media, such as Twitter, Facebook, Instagram

### Job Specifics

The LIHEAP Coordinator will work as a team lead with the LIHEAP Grants Analysts in the Arkansas Energy Office (AEO). The ideal candidate must be able to interact with the general public as well as monitor, evaluate, and provide assistance to subgrantee agencies who receive federal LIHEAP funding.

### Duties

- Participate in and represent AEO in collaborations designed to reduce the energy burden of low income Arkansans
- Research best practices, identify new solutions, and implement actions to improve the effectiveness of LIHEAP
- Assist in development of the LIHEAP annual state plan, policy manual, and annual training conference
- Assist in drafting, implementing, and training staff regarding Arkansas LIHEAP policy
- Assist with public meetings
- Participate in U.S. Department of Health and Human Services web-based training sessions
- Research federal and state laws and regulations related to LIHEAP and public benefit programs and identify new solutions to help improve the effectiveness of Arkansas LIHEAP
- Represent AEO at statewide and out-of-state training, meetings, and conferences.
- Monitor, evaluate, and provide guidance for LIHEAP-related activities of subgrantees throughout the state in accordance with state and federal policy
- Perform other related activities as assigned by LIHEAP management
- Travel required

***The State of Arkansas is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, pregnancy, age, disability, citizenship, national origin, genetic information, military or veteran status, or any other status or characteristic protected by law.***