

**VILLAGE OF LINCOLNSHIRE
Job Description**

TITLE: Environmental Services Supervisor

DEPARTMENT: Public Works

DATE: April, 2011

GENERAL DESCRIPTION

This is a full-time position with some flexibility in schedule during different seasons.

This person handles a wide variety of issues including, but not limited to, grant and funding requests, natural resource management, Village gardens and entrance plantings, waste and recycling collection, parks planning and renovation, forestry, and recreation programming.

SUPERVISION RECEIVED

Works under the direct supervision of the Director of Public Works

SUPERVISION EXERCISED

General Maintenance Open Space, Village Gardener, and Village Interns.

ESSENTIAL DUTIES

- A. Coordinates and addresses issues related to the Village contracted wastehauler. This would include contract negotiations, complaints, etc.;
- Review and approve permits for waste collection in the Village;
- Work with Solid Waste Agency of Lake County Organization to coordinate household chemical waste and electronics collections; resident programs, i.e. latex paint disposal, spring collection event, composting, etc. Participate as a board member on SWALCO.
- B. Review and research grant and funding opportunities for Village projects or acquisitions. Oversee compliance and management.

- C. Oversee the maintenance and design of Village owned gardens, streetscapes, entrance and sign gardens.
- D. Oversee the maintenance and restoration of Village, nature preserves and open space, and staff or contracted labor associated with this work. Represent the Village on watershed and conservation boards and commissions.
- E. Administer the Village's wildlife management program.
- F. Administer the urban forestry management program; enforce the Tree Preservation and Landscaping Regulations; Review development plans for landscape improvements; issues tree removal permits; conduct inspections of trees and landscapes; manages computer inventory of Village trees; maintains and implements a five-year forest management plan for Village trees; administers tree removal and trimming programs.
- G. Investigates, recommends, implements, and reviews the Village's energy conservation measures.
- H. Completes performance reviews for staff.
- I. Perform other duties as assigned.

CONTACT OUTSIDE OF DEPARTMENT

Personnel in other departments, residents, other municipalities, school officials, officials of various organizations and commissions, media, local businesses, and moderate to heavy contact with the general public.

TOOLS & EQUIPMENT USED

Telephone, computer, printer, fax, copy machine, scanner, general office equipment, 2 ton dump truck, pickup with lift gate, general landscape maintenance equipment, small power tools, hand tools, and herbicide equipment.

PHYSICAL DEMANDS

Lifting, pushing, pulling or carrying of objects up to 50 lbs. occasionally, under 20 lbs. frequently; raking or digging occasionally for extended periods; considerable walking in all types of weather, standing, bending, twisting, kneeling, squatting, crawling, reaching, climbing and grasping. Must have dexterity to manipulate objects as small as 1/4", hearing and speaking ability sufficient to understand radio transmissions and converse both in person and over the telephone.

WORKING CONDITIONS

Moderately noisy office working conditions, moderately noisy outdoor conditions, must be able to work in temperature variations, in wetness, dryness, around plant pollen and grass and leaf particles, around dust, cleaning compounds, gasoline, diesel fuel, oils and herbicide chemicals.

MINIMUM KNOWLEDGE, SKILL AND EXPERIENCE REQUIRED

Education

Bachelor degree in environmental studies, forestry, recreation or related field; ISA Certified Arborist of ability to obtain certification within six months of employment.

Skills and Experience

Minimum of five years experience in managing a natural area or dedicated nature preserve; Experience in recreation programming and administration or environmental issues preferred. Experience in directing, conducting and working on or with boards and commissions. Must demonstrate effective leadership qualities, must be able to respond effectively with residents and be able to troubleshoot emergency situations, and must be organized.

This person must be able to work well under pressure and handle a wide variety of programs and activities. Must be able to read and write reports, correspondence, instructions in English; must have hearing ability sufficient to understand radio transmissions and converse with others, both in person and over the telephone; must have speaking ability sufficient to communicate effectively with other individuals in person, over the telephone or over a radio. Must have a valid drivers license and a reliable automobile. Knowledge of basic word processing required. Additional knowledge of Microsoft Word, Excel, and other general purpose office software is preferred.

New: January 2010; rev. April 2011