

JOB DESCRIPTION
URBAN ENVIRONMENTAL DEPARTMENT
URBAN ENVIRONMENTAL ASSISTANT

1. **JOB TITLE:** URBAN ENVIRONMENTAL ASSISTANT

2. **DEFINITION:** The position of Urban Environmental Assistant is a part-time position that requires an individual who is capable of working independently and is responsible for assisting the Urban Environmental Director/City Horticulturist and Urban Environmental staff with the day-to-day functions of the Urban Environmental Department. This position is also responsible for coordinating and developing logistical support relevant to the management and implementation of the Landscape Requirements within the City's Zoning Ordinance. The employee will be under the direct supervision of the Urban Environmental Director. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens, and as Non-Safety Sensitive; this employee will be subject to reasonable suspicion, return to duty, follow-up, and post accident drug and alcohol testing.

3. **EQUIPMENT AND JOB LOCATION:**

- a. A Urban Environmental Assistant must be capable of operating the following machines or systems: personal computer, typewriter, facsimile machine, photocopier, calculator, telephone, cell phone and miscellaneous office equipment and accessories customarily used in an office environment. In addition the assistant must be capable of operating devices such as measuring wheels, hand-held tape measures and other miscellaneous equipment and accessories customarily used in site inspections.
- b. The job location is in the Urban Environmental Department. The assistant will be required to work at locations outside of the Urban Environmental Department. At times, work is performed outdoors regardless of weather conditions. The Urban Environmental Assistant must provide transportation necessary to reach destinations to conduct daily tasks and assignments.

4. **ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Assists Urban Environmental staff in day-to-day functions.
- b. Prepares written and oral reports of related matters.
- c. Performs site inspections and evaluations.
- d. Maintains accurate and updated related databases.
- e. Attends site plan review and other related meetings as needed.
- f. Attends scheduled meetings after regular work hours.

- g. Meets and interviews members of the public.
- h. Communicates effectively with the public, elected officials, department heads, and other employees of the City.
- i. Sits, stands, stoops and walks intermittently.
- j. Knows and uses personal computer, photocopying machine, facsimile and other miscellaneous office equipment typically used in an office environment.

5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Answers the telephone courteously and efficiently.
- b. Runs errands.
- c. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE AND ABILITIES:**

- a. Must be at least 21 years of age.
- b. Two years attendance at an institution of higher learning required.
- c. Must possess a driver's license valid in the State of Tennessee.
- d. Must have legal authorization to work in the United States of America.
- e. Ability to effectively operate a personal computer required; knowledge of Word, Access, and Excel computer software, preferred.
- f. Designs, builds, and maintains databases related to the position.
- g. Ability to generate detailed reports from given information.
- h. Capability to research and problem solve given limited information.
- i. Knowledge and ability to interpret zoning maps and site plans.
- j. Ability to report for work on time and to perform the duties of the job for an entire workday and in a timely manner in order to meet scheduled deadlines.
- k. Knowledge of personnel policies and procedures.
- l. Ability to learn and use new skills and techniques as experience increases.
- m. Excellent communication skills both written and oral.
- n. Ability to learn departmental policies and procedures.
- o. Good judgment, temperament, and human relations skills to effectively deal with City employees and the public, some of whom may be irate or unreasonable.
- p. Ability to concentrate and accomplish tasks despite interruptions.
- q. Ability to perform a variety of tasks simultaneously or in rapid succession.

Non-Exempt
Non-Safety Sensitive
8/14/02