

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: PROJECT WET COORDINATOR

FLSA STATUS: NON-EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform educational and administrative work promoting water education in Rutherford County through the use of Project WET (Water Education for Teachers). Duties and responsibilities include providing project leadership, conducting training workshops for teachers, making initial contact with principals/new teachers, preparing quarterly reports, and performing other duties as assigned. Reports to the County's Municipal Separate Storm Sewer System (MS4) Coordinator.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Makes contact with Principals to promote Project WET in schools.

Conducts training workshops for teachers to become Project WET certified.

Visits classrooms to teach/promote water quality education in Rutherford County.

Participates in local festivals/public speaking arenas to promote Project WET and water quality issues.

Assists Project WET certified teachers and provide Project WET curriculum for use in classroom.

Develops school-based plans for water education field experiences utilizing Project WET certified teachers.

Acts as liaison between schools, MS4 personnel, and citizens when water quality education is requested.

Conducts field trips for trained Project WET teachers.

Prepares required reports for MS4s.

Develops and maintain list of contact persons related to Project WET/water quality in the local area.

Plans and orders curriculum/supplies needed for the program.

Discusses the concept of an outdoor classroom with principals of schools with suitable areas

Completes work at assigned workstation that is determined by the supervisor.

Must work hours as scheduled.

ADDITIONAL FUNCTIONS

Operate a motor vehicle to conduct site visits or other work activities.

Perform other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree or technical degree from an accredited college or university and successful completion of the Project WET Certification Program; supplemented by three (3) years of previous experience and/or training involving classroom instruction, office work, office administration, public interaction, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PREFERRED QUALIFICATIONS

College level classes with emphasis in Biology, Environmental Science, Ecology, or related field. Also, previous experience as a teacher within the Rutherford County or Murfreesboro City School Systems.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/ PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust, machinery, bright/dim light, or electric currents.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Loading supplies to take to training/classroom, teaching in outdoor classroom

Surface: Carpet, Asphalt, Concrete

Estimated Total Hours: 2 **Maximum Continuous Time:** 1

2. SITTING

Tasks: Researching and preparing quarterly reports.

Estimated Total Hours: 4 **Maximum Continuous Time:** 3.5

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs			X		
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects:

Height of hands above floor during push:

5. CLIMBING

Tasks: into trailer to get supplies

Device: step-stools

Height: 4 feet or less

Frequency: 10 times a week

6. BENDING/SQUATTING/KNEELING

Tasks: Moving supplies/placing on shelving

Frequency: 2 times a week or more

REACHING

Tasks: Reaching for files or boxes

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Up/Down	Daily	20-30 minutes	20 lbs
21-36"	Up/Down	Daily	20-30 minutes	20 lbs

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	

Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	75 % of time
Outside	25 % of time

8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

9. LIST TOOLS, EQUIPMENT AND MATERIALS USED:

Screwdriver, scissors, wire cutter/striper, box cutter/knife, cables, laptop, palm PDA.

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp	X		Daily
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		Daily

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date