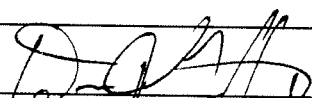




**City of Dallas  
Environmental Management System**



**EMS COMPETENCY GRID**

|                                     |                   |                     |  |
|-------------------------------------|-------------------|---------------------|--|
| <b>Document Number:</b>             | OEQ-EMS-006.03    | <b>Reviewed By:</b> | EMS Core Team  |
| <b>Issue Date / Effective Date:</b> | 08-20-09/09-20-09 | <b>Approved By:</b> | Eric Griffin   |
| <b>Revision Number:</b>             | 3                 | <b>Signature:</b>   |  |

This training requirement matrix should be used in addition to any facility / departmental specific training requirements. Departments may substitute outside training classes to meet the training requirements of their departmental training matrix. The burden of responsibility will fall on the departments to assure that the substitute training is comparable to the OEQ-offered class it replaces and to retain documentation of course content and attendance.

| <b>Position Name</b>  | <b>Course Name and Title</b>   | <b>Renewal / Frequency (If Applicable)</b>   |
|---|--|--|
| <b>City Managers, Directors and Assistant Directors (recommended)</b>                     | <ul style="list-style-type: none"> <li>▪ One (1) Environmental Management System (EMS), Regulatory, or Stewardship Course</li> </ul> | <ul style="list-style-type: none"> <li>▪ Per Year</li> </ul>                                 |
| <b>Environmental Management Representatives</b>   | <ul style="list-style-type: none"> <li>▪ EMS 201 - EMS Refresher</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Per Year</li> </ul>                                 |
|   | <ul style="list-style-type: none"> <li>▪ EMS 203 - Managing Objectives and Targets</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Every 2 yrs</li> </ul>                              |
|   | <ul style="list-style-type: none"> <li>▪ Two (2) Regulatory Courses</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Per Year</li> </ul>                                 |
| <b>Department and/or Facility Environmental Coordinators and Environmental Specialist</b> | <ul style="list-style-type: none"> <li>▪ One (1) Train the Trainer Course</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Per Year</li> </ul>                                 |
|   | <ul style="list-style-type: none"> <li>▪ One (1) Regulatory Course</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Per Year</li> </ul>                                 |
|   | <ul style="list-style-type: none"> <li>▪ EMS 101 - EMS Awareness</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Once</li> </ul>                                     |
|   | <ul style="list-style-type: none"> <li>▪ EMS 201 – EMS Refresher</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Every 2 yrs; after completion of EMS 101</li> </ul> |