



Environmental Programs Manager

Definition

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing professional and technical support related to all programs and activities of the Environmental Programs Division including stormwater pollution prevention, solid waste and recycling programs, and related activities; manages the effective use of the City's resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Assistant Director of Public Works in areas of expertise; and performs related work as required.

Class Characteristics

This is a single-position classification that manages stormwater, solid waste and recycling programs, and related activities within the Public Works department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day environmental activities and is responsible for providing professional-level support to the Assistant Director of Public Works in a variety of areas. Successful performance of the work requires a professional background as well as skill in coordinating divisional work with that of other City departments and public agencies. This class is distinguished from the Assistant Director of Public Works in that the latter has overall responsibility for Public Works maintenance and operation, elements of the Capital Improvement Program, as well as Environmental programs of the department and for developing, implementing, and interpreting public policy.

Supervision Received and Exercised

Receives general direction from the Assistant Director of Public Works. Exercises direct and general supervision over professional, technical, and administrative support staff.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Develops and implements goals, objectives, and priorities for programs within the Environmental Programs Division; identifies resource needs; recommends and implements policies and procedures for all programs.

Plans, oversees and monitors the stormwater pollution prevention programs; investigates and determines appropriate deterrent measures and enforcement actions for illicit discharges.

Collaborates with the Planning & Engineering Divisions on implementing a variety of projects, including installation of permanent treatment measures to meet low impact design requirements.

Plans, manages, and oversees the daily functions, operations, and activities of solid waste programs and services including solid waste, composting, recycling, and hazardous waste collection and disposal.

Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned programs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement and recommends to the Assistant Director of Public Works.

Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.

Recommends and administers policies and procedures such as procedure guidelines and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.

Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes upon approval.

Manages the development of public information materials such as notices, brochures, flyers, newsletters, and other materials; updates website with informational materials.

Develops, organizes, and participates in special events, such as fairs and student education activities to engage the community in recycling, conserving natural resources and preventing water and air pollution.

Participates in the development and administration of the Environmental Programs Division budget; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares reports of program performance.

Develops and writes Federal, State, and local mandatory environmental reports; analyzes and ensures accuracy of data.

Administers various contracts including coordination and participation in contract negotiations, rate setting and monitoring contract compliance and performance; ensures that Franchise Agreements for solid waste collection and disposal are followed per operations plans, policies, and standards.

Conducts special research assignments, analyzing data, and preparing conclusions and recommendations for consideration by management or special committees.

Participates on and makes presentations to a variety of committees; attends and participates in professional group meetings.

Acts as a representative to local residents, school districts, municipal and community groups, private businesses, and others concerning questions, problems, concerns, and activities related to specific programs.

Responsible for all Environmental Programs operating and revenue budgets.

Performs other duties as assigned.

Qualifications

Knowledge of:

Principles, practices, terminology, and methods of environmental compliance programs, including stormwater and surface water quality, water quality, water conservation, and solid waste and recycling. Program development, management, and evaluation techniques.

Basic engineering methods, technology and terminology.

Designs, plans, and specifications used in public works and construction.

Applicable Federal, State, and local laws, codes, and regulations related to environmental compliance.

Basic budgetary and contract administration policies and procedures.

Principles and practices of safety management and application.

Technical report writing practices and procedures.

Record keeping principles and procedures.

Modern office practices, methods, and computer equipment.

Computer software related to work.

English usage, spelling, vocabulary, grammar, and punctuation.

Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.

Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

Develop, organize, supervise, coordinate, review, evaluate, and personally participate in programs and projects related to environmental compliance programs.

Analyze, interpret, apply, and ensure compliance with Federal, State and local policies, procedures, laws, and regulations.

Prepare and administer the assigned program's budget and contracts, including the requisition and/or purchase of materials, supplies, equipment, and services.

Monitor legislative and technological changes and recommend operational changes as appropriate.

Prepare clear and concise reports, correspondence, policies, procedures, informational materials, ordinances, and other written materials.

Utilize computer and related word processing, database, and spreadsheet software and applications.

Make sound, independent decisions within established policy and procedural guidelines.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in environmental studies, public administration, engineering, planning or a related field, and three (3) years of increasingly responsible experience in environmental program development, coordination, and/or implementation including one year of supervisory experience.

Licenses and Certifications

Possession of an appropriate, valid California driver's license is required.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily an outdoor field inspector classification although finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend,

stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, bend and pull materials and objects up to 50 pounds.

Environmental Elements

Employees work in an office environment with moderate noise levels and controlled temperature conditions. Field work may include inspecting creeks and other natural environments that may or may not have water flow, carry trash; conducting waste characterizations of collected trash and recyclables, inspection of waste bins and trash enclosures, operating hand trash collection devices, conducting spill clean-ups, and limited direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLSA: Exempt

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