

ENVIRONMENTAL SERVICES MANAGER

DEFINITION

Under general direction of the Director of Public Works – Utilities and Environmental Services, plans, provides direction and oversight, directs and coordinates the work of the Environmental Services Division staff and programs, including the City’s sustainability programs, energy conservation, and development of clean and green energy sources; manages water conservation, solid waste management, recycling, waste prevention and water pollution prevention and source reduction programs; develops and recommends environmental programs, services, and policies; and represents the City and provides support to a variety of intergovernmental committees, subcommittees, authorities, and City staff.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Director of Public Works – Utilities and Environmental Services in that the latter is responsible for overseeing the entire Utilities and Environmental Services Department. It is further distinguished from the program managers within the Environmental Services Division, which have overall management responsibility over the specific programs within the Division.

SUPERVISION RECEIVED

Receives general direction from the Director of Public Works – Utilities and Environmental Services.

SUPERVISION EXERCISED

Exercises direct and indirect supervision over professional, technical, and clerical staff in the Division.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Plans, manages, organizes, implements, and directs environmental services activities including the City’s sustainability programs, City-wide energy conservation, and development of clean and green energy sources; monitors the City’s sustainability performance.

Implements the City’s Climate Action Plan programs, as well as revises and updates the Plan.

Coordinates planning and implementation of water conservation programs, solid waste management, recycling and waste prevention programs, and water pollution prevention and source reduction programs

ESSENTIAL DUTIES (continued):

Identifies, evaluates and obtains funding for environmental programs, including federal, state, and local grants, as well as low interest loans.

Works collaboratively with other agencies to develop programs and policies of common interest.

Develops, implements and updates Division goals, objectives, policies and procedures.

Directs, oversees and participates in the development of the Environmental Services Division work plans; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Prepares the Environmental Services Division budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, supplies, and services; administers the approved budget.

Recommends the appointment of personnel; provides and/or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the department.

Researches and evaluates new and current legislation relative to the assigned area of responsibility; analyzes environmental legislation and its impact of the City.

Represents the Environmental Services Division, the Department and the City in meetings with public officials, the business community, members of policy and advisory boards, civic and community groups, and the public.

Serves as liaison between outside organizations and the City and to boards, councils and commissions as directed; prepares and presents staff reports and presentations at various City Council, commission, board, and other governmental meetings; drafts City Council documents; serves on various committees and task forces.

Provides technical expertise to other City departments and divisions

Negotiates contracts with contractors and consultants, including preparing and directing the preparation of requests for proposals, reviewing and evaluating proposals, and developing contracts; monitors contracts for compliance.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Federal, state and local laws, regulations and codes pertaining to the environment and waste management.

Energy conservation, and clean and green energy.

Solid waste and recycling programs.

Water use conservation and efficiency.

Water pollution prevention and source control.

Principles and practices of grant writing, processing, and managing.

Principles and practices of contract negotiation and administration.

Effective public contact and community relations concepts including negotiation techniques and presentation skills.

Budget development and administration.

Environmental issues and concerns related to solid, hazardous and recoverable waste collection and disposal.

Principles and practices of public administration.

Correct English usage, spelling, punctuation, grammar and report writing.

Modern office management practices and methods; computer equipment and software.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of supervision, training and personnel management.

Ability to:

Plan, develop and implement environmental programs.

Interpret and develop policies and procedures.

Analyze complex technical and administrative problems.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to:

Identify, evaluate and obtain funding sources, including grants and loans, for environmental programs.

Prepare comprehensive complex reports.

Negotiate and manage contracts.

Analyze environmental issues, legislation and regulations.

Make decisions and exercise independent judgments.

Communicate clearly and concisely, both orally and in writing.

Develop and deliver clear, concise and persuasive presentations.

Keep records and prepare reports.

Carry forward several projects simultaneously; set priorities and makes sound decisions as circumstances require.

Prepare and monitor a budget.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Four (4) years progressively responsible experience supervising environmental programs.

Education: Education equivalent to a Bachelor's degree in Public or Business Administration, Environmental Science, Environmental Engineering, Engineering, Planning or a related field.

Licenses and Certificates: Possession and maintenance of a valid California Class C License.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

738CS12

Created: May 2012

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt