



ENVIRONMENTAL PROGRAMS MANAGER

AGENCY/DEPARTMENT:
Public Works/ Utilities

Approved By HR Director: *Brenda Matthes*
Date Approved: 11-10-05
Date of Last Revision: N/A

Reports to: Assistant Utilities Director/Operations
Supervises: Various

JOB SUMMARY: Under administrative direction, manages, and oversees the Utilities Department's compliance with environmental regulations related to water, sewer, and solid waste operations; coordinates assigned activities with department staff, other City departments and outside agencies; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its responsibility for the overall management of the Environmental Programs Section of the Utilities Department Operations Division. Other Sections within this Division include Water Operations and Sewer Operations, each managed by a Utilities Operations Manager.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Manages environmental compliance activities as related to water, sewer and solid waste operations, including water quality, cross connections and backflow prevention, industrial wastewater regulations, water conservation, recycled water use, solid waste recycling, and State diversion requirements.
2. Collects and conducts research on environmental data for the preparation of technical reports, maps, and charts; prepares summary of findings and develops recommendations.
3. Reviews, interprets, and analyzes new and proposed legislation; determines effect of legislation on operations and programs; implements appropriate action to ensure compliance.
4. Prepares requests for proposal and contract documents for City environmental programs and projects; coordinates and administers the contracted work of outside vendors and consultants as related to environmental projects.
5. Prepares grant applications for environmental funding; administers and coordinates grant programs related to environmental projects.
6. Develops and implements public education and information programs related to environmental programs.
7. Participates in the development and implementation of departmental goals, objectives, policies, and priorities within the Environmental Programs Section.
8. Monitors, evaluates, and improves the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload.
9. Supervises and directs the activities of staff including employee selection, work assignments, performance evaluation, employee development, disciplinary action, and complaint resolution.
10. Prepares budget recommendations, monitors personnel and internal services expenditures; ensures expenditures remain within budgetary limitations.
11. Prepares and reviews reports for regulatory agencies, City administration, and City Council.

12. Communicates and collaborates with various agencies and representatives, including county and other governmental officials, and City departments. Participates in emergency responses management.
13. Represents the City in coordinating the activities of regional water and/or wastewater treatment facilities and operations.
14. Responds to public inquiries; prepares related correspondence.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Equivalent to a bachelor's degree from an accredited college or university in Chemical, Biological or Environmental Sciences, or related field.

EXPERIENCE: Two years of supervisory and management experience in water quality, service operations or a related field. Experience must include managing contracts.

KNOWLEDGE OF:

- Principles and practices of municipal water production, treatment and distribution.
- Principles and practices of waste water collection and disposal.
- Applicable federal, state, and local laws, codes, and regulations governing water, wastewater and solid waste operations and environmental compliance.
- Developing long- and short-range operating plans and programs.
- Supervisory and management principles.
- Preparation of specifications, contracts, and budgets.
- Developing and evaluating reports.

ABILITY TO:

- Analyze, assess, develop, implement, and evaluate programs to meet departmental needs.
- Manage and negotiate contracts, procurement and service agreements.
- Select, supervise, train, coordinate and evaluate the work of staff.
- Develop and implement departmental policy and procedure.
- Establish partnerships with vendors; manage contracts and service agreements.
- Plan, establish, implement, and evaluate department goals and objectives.
- Analyze, monitor, and control budget expenditures.
- Provide administrative and professional leadership and direction.
- Operate computer using relevant word processing, spreadsheet, database, and other software.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain and foster positive, harmonious, and effective working relationships.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

- Grade 3 certification in Water Distribution, Water Treatment and/or Wastewater Collection.
- Grade 3 certification in Environmental Compliance Inspection.
- Cross Connection Control Specialist Certificate.

FLSA Exemption Status: Exempt
Employee Unit: Unit 3, Management
Job Family: Utilities - Operations