

## **ENVIRONMENTAL SERVICES MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed in a job.*

### **DEFINITION**

Under general supervision, participate, plan, organize, and administer environmental programs such as pollution prevention, pre-treatment, stormwater, solid waste management, hazardous waste management, serve as laboratory chemist/director at the Wastewater Treatment Plant Laboratory; ensure city-wide municipal operations are in compliance with State and Federal permit regulations; and interpret and implement related codes and regulatory legislation.

### **DISTINGUISHING CHARACTERISTICS**

The Environmental Services Manager differs from the Wastewater Operations Manager in that the former is responsible for overseeing Wastewater Laboratory, development, implementation, and compliance of city-wide environmental programs and regulations, while the latter is responsible for a variety of wastewater treatment functions. The Environmental Services Manager is distinguished from the Environmental Specialist III in that the former is responsible for overseeing all of the work programs within the Environmental Services Division, while the latter is a lead worker provides lead direction to lower level Specialists in one or more functional environmental programs areas. Lastly, the Environmental Services Manager is distinguished from the Deputy Public Works Director in that the Manager is responsible for overseeing a variety of functions within the Environmental Services Division while the Deputy Director is responsible for oversight of all of the City's municipal utility functions, including the Environmental Services Division, Wastewater Division, and the Water Division.

### **EXAMPLE OF DUTIES**

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

- Develop and supervise the implementation of the quality assurance/quality control program for the Wastewater Treatment Plant (WWTP) Laboratory.
- Develop, oversee and enforce State and Federal environmental regulatory compliance programs.
- Review and evaluate WWTP influent and final effluent monitoring data.
- Evaluate Laboratory data for wastewater treatment process control.
- Plan, implement, direct, and evaluate strategies to improve environmental quality and compliance and safety.
- Develop and direct equipment and personnel safety programs and training for assigned work programs.
- Develop, coordinate and administer an inventory of regulatory reporting requirements for City-wide environmental operations.
- Establish performance standards, controls, communications, and methods to ensure regulatory compliance; develop and implement best practices.
- Lead the periodic WWTP's discharge permit renewal process; perform or

schedule required studies; evaluate and submit results to regulatory agencies and other entities as needed.

- Represent the City before various regulatory entities including Cal-EPA and the State Water Resources Control Board.
- Maintain appropriate certification for both "Wet Chemistry" and "Toxicity" at the Laboratory.
- Develop and maintain the Quality Assurance Program.
- Plan, organize, direct, and review the operation of the Laboratory; formulate and implement Laboratory policies and procedures.
- Prepare and direct a variety of research projects, regulatory reviews, technical reports, and process reports.
- Participate in a public education program to prevent disposal of harmful pollutants and toxins in the sewer system.
- Train staff how to operate and maintain a variety of laboratory equipment.
- Supervise assigned staff by planning and reviewing work, training, evaluating performance, and providing overall direction.
- Prepare technical and administrative reports, staff reports, and correspondence for the department director, advisory bodies, City Manager, City Attorney, City Council, and others.
- Receive, investigate, and respond to the more complex issues; resolve technical and operational problems.
- Oversee or assist in the solicitation and negotiation of contracts; monitor and administer contracts to assure compliance to contract provisions and City policies and for timely completion of work.
- Administer environmental programs, including administration activities such as issuing permits, handling permit/code enforcement, applying quality assurance program, identifying pollution sources, mitigating illicit discharge, interfacing with regulatory agencies, and managing contracts.
- Represent the City at conferences, public forums, and community meetings as well as with inter-agency groups and committees.
- Participate with other City departments, community service providers, consultants, other jurisdictions, and agencies in environmental program development and coordination efforts as well as legislative advocacy and education.
- Recommend changes to the existing environmental programs or develop new environmental programs designed to comply with local, state, and federal regulations.
- Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- State and Federal laws, regulations and codes related to storm water discharge, recycled water application, solid waste reduction, industrial pretreatment, pollution control, and pollution prevention.
- Principles and procedures related to biological and environmental sciences.
- Budgeting procedures and techniques.
- Basic principles and practices used in wastewater treatment and disposal.

- Tools, materials, equipment, and chemicals used in a wastewater treatment laboratory.
- Knowledge of computers and common software packages.
- Principles and practices of supervision.

**Ability to:**

- Organize, implement and direct a variety of environmental services programs including laboratory and regulatory compliance.
- Read, understand and ensure compliance with a variety of environmental and regulatory requirements.
- Work effectively with others encountered in the course of work.
- Prepare clear, complete, and technically accurate data summaries, correspondence, and reports.
- Compile information and conduct research.
- Plan, organize, direct, train, supervise, and review work of assigned staff.
- Analyze and compile technical and statistical information and prepare reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.

**Minimum Qualifications**

**Experience:** Five years of experience in a wastewater treatment laboratory or similar work environment performing environmental and regulatory compliance studies with at least two years at the supervisory level.

**Education:** A bachelor's degree from an accredited college or university in microbiology, biology, chemistry, or closely related science field.

**Certificates:**

- CWEA Grade IV Laboratory certificate
- CWEA Environmental Compliance Certificate is desirable

**License Requirement:**

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

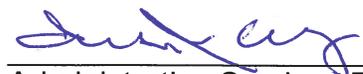
**Physical Requirements**

Work is performed in a treatment facility environment. (1) Mobility: frequent use of keyboard; frequent standing for long periods of time; frequent bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.

(7) Environmental: frequent exposure to heat, cold, dampness, toxic materials, noise, and water.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Environmental Services Manager	6/2004	2/2005 1/2016	1/2016 from Water quality/ Lab Manager	2308 22011	Exempt	2

APPROVED:



Administrative Services Director

Date:

2/6/16