



Deputy Director of Environmental Services

Summary

Plan, organize, direct, manage and coordinate activities of the Environmental Services Division within the Public Works and Utilities Department including permit compliance, operation of wastewater treatment and sewer pumping facilities, recycled water delivery, water quality control laboratory, stormwater management, and water conservation; coordinate Environmental Services activities with other divisions and departments; manage and oversee facilities master planning; and provide highly complex staff assistance to the Director of Public Works and Utilities.

Class Characteristics

General direction is provided by the Director of Public Works and Utilities; responsibilities include the direct and indirect supervision of management, supervisory, professional, technical and support services positions.

This position is distinguished from the Environmental Services Manager in that it may serve in the absence of the Director of Public Works and Utilities.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Assume management responsibility for the services and activities of the Environmental Services Division including planning, organizing, managing and directing permit compliance, operation of wastewater treatment facilities, sewer pump stations and recycled water system, water quality control laboratory, industrial wastewater discharge, stormwater system, and water conservation.

Manage, develop and implement divisional goals, objectives, policies and procedures.

Direct, oversee and manage the development of the Environmental Services Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Prepare and oversee the Environmental Services Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Provide oversight and direction related to NPDES MS4 permit compliance for stormwater discharge; develop and implement plans for the implementation of stormwater utility and other dedicated funding sources.

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Review water usage reports and track progress of water conservation program; direct and oversee the modification of program to meet regulatory requirement.

Prepare, oversee, manage and administer relevant service contracts; identify and resolve issues with contractor compliance and performance.

Provide land and permit management support to management and supervisory staff including obtaining environmental clearance for use of dredge spoils area.

Oversee master plan updates for wastewater facilities, stormwater utility district, rate reviews, ordinance changes, and program improvements.

Prepare a variety of reports, forms, correspondence and related documentation on division operations; ensure all mandated forms and reports are properly completed and filed in a timely manner.

Oversee and coordinate with outside agencies related to the operation of the City's wastewater treatment plant, permit compliance, and water conservation.

Serve as a member of the department's executive team and participate in discussion and decisions related to department-wide activities impacting personnel, facilities, quality goals and budgets.

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

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Perform related duties as assigned.

Skills/Abilities:

Oversee, organize and direct activities associated with permit compliance, water quality, wastewater treatment, water conservation, and stormwater.

Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare, oversee and administer division budget.

Ensure division compliance with operational and mandated regulatory requirements.

Manage, oversee and effectively resolve issues associated with complex environmental permitting programs, process improvements and water supply issues.

Manage complex projects, master plan updates, energy audits and program improvements utilizing available resources effectively.

Read and interpret financial reports in the monitoring of expenses, revenues and budget.

Interpret and understand construction plans and basic engineering principles as they related to areas of operation.

Respond to inquiries or complaints from customers, regulatory agencies, or members of the business community.

Effectively present information to senior management, public groups, and/or City Council.

Prepare and present clear and concise technical and administrative reports.

Communicate effectively both verbally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Operational characteristics, services and activities of a comprehensive environmental services program.

Principles and practices associated with the management and administration of environmental programs including permit compliance, water quality, wastewater treatment, solid waste management, stormwater management, and water conservation.

Principles, practices, and scientific theory associated with wastewater collection and treatment, permitting, industrial waste discharge, water recycling, stormwater management and solid waste collection and recycling.

Advanced principles and practices of project management and contract administration.

Laboratory and field sampling procedures.

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

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment including asset management, data management, customer request and work order systems.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Occupational health and safety standard practices.

Methods and techniques of analyzing and interpreting data and statistics.

Practices and procedures of local government, regulatory agencies, and grant agencies.

Principles and practices of supervision, training and personnel management.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major work in environmental sciences, chemistry, biology, engineering, or related field. A Master's degree and/or MBA are desirable.

Experience:

Five years of increasingly responsible experience involving environmental services operations including regulatory compliance and project management; at least three years of experience must include project management and supervisory experience.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of Registration as a Professional Engineer within the State of California or other State and/or Wastewater Treatment Operator's certificate is desirable.

Established: 08/05/2019

Resolution #: 2019-137 N.C.S.

Department: Public Works and Utilities

FLSA Status: Exempt