



## Environmental Services Manager

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### Summary

To plan, organize, direct, 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, and stormwater management, and water conservation; to coordinate Environmental Services activities with other divisions and departments; to manage and oversee facilities master planning; and to provide highly complex staff assistance to the Director of Public Works and Utilities.

### Class Characteristics

General direction is provided by a higher-level manager; responsibilities include the direct and indirect supervision of supervisory, professional, technical and support services positions.

This position is distinguished from the Environmental Services Supervisor and Water Recycling Plant Operations Supervisor by its management responsibilities for division operations, staff and activities, whereas the latter are responsible for supervising the operations of a section or group within the division.

### 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:

Develop and implement divisional goals, objectives, policies, and procedures.

Plan, organize, and direct Environmental Services activities including permit compliance; operation of wastewater treatment facilities, sewer pump stations, and recycled water system; water quality control laboratory; industrial wastewater discharge; stormwater system; water conservation.

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

Prepare 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.

Review water usage reports and track progress of water conservation program; direct and oversee

the modification of program to meet regulatory requirement.

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

Oversee master plan updates for wastewater facilities, recycled water, 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.

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.

Review and analyze federal and state legislation, statutes, and regulations pertaining to wastewater, recycled water, groundwater, and water conservation.

Research, identify, and apply for funding for wastewater and recycled water projects.

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:

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 and administer division budget.

Principles of financial planning and rate making.

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.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally 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:**

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

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

Advanced principles and practices of project management and contract administration.

Basic laboratory and field sampling procedures.

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

Pertinent federal, state, and local rules, regulations, and laws.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

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

Principles and practices of supervision, training, and personnel management.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

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 course work in environmental sciences, chemistry, biology, engineering, or a 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, including two years of project management and supervisory experience.

Certifications/Licenses:

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

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

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Resolution #: 2013-053 N.C.S.; 2021-123 N.C.S.

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Department: Public Works and Utilities

FLSA Status: Exempt