



Environmental Services Program & Development Manager

Class Code:
16678

Bargaining Unit: PATS

CITY OF SIOUX CITY
Established Date: Sep 30, 2007
Revision Date: Jul 26, 2019

SALARY RANGE

\$35.52 - \$49.74 Hourly
\$73,889.30 - \$103,460.03 Annually

DESCRIPTION:

Under general direction of the Public Works and Utilities Directors, this position is responsible for the review of all development plans, all storm water management facilities, review and approve all storm water pollution prevention plans, develops and manages environmental program concepts, rules and policies in program areas such as air quality, water supply, integrated solid waste management, hazardous waste technology, or underground storage tanks program; or biological/environmental management program.

PRIMARY DUTIES:

- Stormwater Program – Ensures compliance with Municipal Separate Storm Sewer System (MS4) regulations specified as part of the City's National Pollutant Discharge Elimination System (NPDES) Permit; investigates, conducts studies, reports findings and initiates enforcement to eliminate illicit discharges to the City's storm sewer system.
- Develops and manages policies, procedures, financial/technological resources, implementation/evaluation methodologies and all aspects of the storm water program, illicit discharge and elimination, construction site erosion and sediment control ordinance program, post construction storm water management and pollution prevention programs.
- Review all submitted development plans to ensure conformance with current City Design Standards, including pavement, water utilities, sanitary sewer, storm water management and storm water utilities.
- Work to ensure all appropriate easement and maintenance documents are collected with all installed storm water management facilities are obtained. Oversee inspection of these facilities.
- Coordinates, documents and analyzes watershed and sources water protection program activities that will benefit the city water and wastewater quality goals (source water and nutrients) with added benefit of improving water quantity locally and regionally.
- Coordination of multiple projects which require interactions with public and private entities such as County Conservation Boards, Iowa Department of Natural Resources (IDNR), National Resources Conservation Services (NRCS), Iowa Agriculture and Land Stewardship (IDALS), Watershed Management Authority Coordinators, Iowa Flood Center, United States Geological Survey, (USGS), Iowa Soybean Association and other agriculture related organizations.
- Formulates specifications, staff reports, informational memos and position papers on program areas.
- Coordinates the request for proposal (RFPs) process for services needed to carryout program initiatives i.e. solid waste collection/disposal operation and recycling collection/disposal. Manages the contract(s) awarded at completion of RFP i.e. Solid Waste Collection & Disposal and others as applicable.

- Coordinates the grant management process by tracking, reporting, coordinating and communicating with partners on related projects i.e. watershed projects.
- Provides public education and outreach on associated programs.
- Inspects projects and program activity areas to determine what work is needed and recommends methods of accomplishment.
- Represents the organization at various national, state and local meetings; functions as spokesperson for the division; act as staff liaison to the City Environmental Advisory Board.
- Maintains good public relations through courteous and prompt attention to complaints by investigating, conducting studies and reporting on findings; maintains records and files related to such.
- Assists in preparation and maintenance of multiple operating and capital budgets for the division.
- Oversees and may negotiate Solid Waste Collection and Disposal operations and contracts,
- Responsible for creating/submitting projects in IDNR Nutrient Exchange Registry.
- Administer Utilities source water protection initiatives and programs.
- Interprets and explains ordinances, codes and regulations to contractors, homeowners and interested parties.
- Inspects projects for maintenance work required by post-construction site runoff policies.
- Maintains regular and punctual attendance and working hours.
- Regularly lifts up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. If excused from work other than being sick, they will be required to report to work in a state of declared emergency.

POSITION QUALIFICATIONS:

Cognitive Demands, Skills and Abilities:

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences. Ability to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology. Ingenuity and inventiveness in the performance of assigned tasks.

Job Knowledge:

Comprehensive knowledge of the materials, methods and practices necessary in the management, construction of building sites with a special emphasis on stormwater pollution prevention practices. General knowledge of environmental laws, regulations, requirements and programs such as Clean Water Act, National Pollutant Discharge Elimination System (NPDES) program, Standards Drinking Water Act, Nutrient Reduction Strategy (NRE) in Iowa, Regional Conservation Partnership Program (RCP), United States Department of Agriculture (USDA) and Iowa Department of Agriculture Land Stewardship (IDALS). General knowledge of municipality drinking water source protection programs and treatment options. Comprehensive knowledge of Best Management practices for reducing nutrients loss on agricultural land. Comprehensive knowledge of the materials, methods and practices necessary in the management, construction, operation, maintenance and repair of sewer and solid wastes systems; thorough knowledge of the principles, practices, methods, materials and equipment used in wastewater treatment and collection, solid waste disposal and collection. Good knowledge of methods and practices of keeping records, cost estimates and accounts; ability to make decisions; ability to plan and coordinate the activities of divisions within the department; ability to determine long?range needs for expansion and reconstruction and to plan/organize their effective completion; ability to establish and maintain effective working relationships with team members, public officials, agencies and the general public.

Language Ability and Interpersonal Communication:

Comprehensive knowledge of the materials, methods and practices necessary in the management, construction of building sites with a special emphasis on stormwater pollution

prevention practices. Comprehensive knowledge of the materials, methods and practices necessary in the management, construction, operation, maintenance and repair of sewer and solid wastes systems; thorough knowledge of the principles, practices, methods, materials and equipment used in wastewater treatment and collection, solid waste disposal and collection. Good knowledge of methods and practices of keeping records, cost estimates and accounts; recognize established precedence/practice, and resolve new problems with resourcefulness and tact; ability to plan and coordinate the activities of divisions within the department; ability to determine long-range needs for expansion and reconstruction and to plan/organize their effective completion; ability to establish and maintain effective working relationships with team members, public officials, agencies and the general public.

Physical Requirements:

Regularly lifts up to 10 pounds and occasionally lifts up to 30 pounds. Work and travel in various weather conditions and to various project sites. Ability to perform work in an outdoor field setting. Navigate job sites and construction areas. Traverse various types of terrain. Prolonged periods sitting at a desk and working on a computer.

Work Environment:

Approximately sixty percent of work is performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards, other than those normally associated with general public contact, dust or odors. Outdoor field conditions with varying weather conditions and street level noises, and visiting locations within the community whose environment may differ from an office setting. Travel in all types of weather extremes to accomplish essential job functions; must be mobile and able to visit complainants and businesses within the area.

SPECIAL REQUIREMENTS:

Must obtain the following:

- Certified Construction Site Pollution Prevention Inspector Certification within 5 months of date of hire.
- Proof of attendance at a landfill operator training course within 12 months of date of hire.
- Possess a valid driver's license from the State or be able to obtain one within 3 months from date of hire.

REQUIRED QUALIFICATIONS/EXPERIENCE/TRAINING:

Graduation from an accredited college or university, with a Bachelor's degree in Ecology, Biology, Environmental Sciences, Soil Agronomy, Civil/Environmental Engineering or closely related field and 2-4 years of progressively responsible full-time experience with water or sewage system work, including experience in water, solid wastes and sewage treatment operations. Must have experience working in MS4 Programs and Procedures, with at least 1 year of experience in grant writing and administration.

A current Iowa Certified Construction Site Pollution Prevention Inspector certificate may be substituted for up to 25% of the required experience.

Or

Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.