



# Environmental Services Manager

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## Class Specification

Revised 9/23

Class ID: 740

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

## DEFINITION

Under general direction, manages the activities of the Environmental Services section of the Public Works Department including implementation of integrated waste management, recycling, and waste prevention, stormwater, energy conservation, climate protection, and sustainability programs; and performs related duties as assigned.

## SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Public Works Director. Exercises no direct supervision over staff but may provide functional direction to paraprofessional and administrative personnel.

## DISTINGUISHING CHARACTERISTICS

This is a single class management position responsible for managing the activities engaged in developing and implementing integrated waste management, recycling, waste prevention, stormwater, energy conservation, climate protection, and sustainability programs. Work involves the exercise of independent judgment and decision making and an understanding of the City's role in local and regional related matters. The incumbent has some degree of flexibility in the application of policy and follows general guidelines or professional administrative standards in accomplishing assignments. The incumbent is expected to identify policy issues and work with other staff to develop options and recommended solutions. Review of work is occasional or on an as-needed basis, with the incumbent presenting alternative courses for policy decision.

## EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Plan, organize, direct, and evaluate the activities of the Environmental Services section; develop new and review existing programs; recommend and direct implementation of changes, provide technical expertise to other City departments and divisions.

Plan, organize, manage, and direct programs which encourage environmentally sound and cost-effective methods for the disposal of garbage, recovery of recyclables and organic materials, waste prevention, stormwater, energy conservation, climate protection, and sustainability programs; conduct research and collect and analyzes environmental performance measure data.

Review and provide input on environmental documents and studies within areas of technical knowledge; analyze regulations and programs on environmental matters and provide recommendations to departments; assist with the City's Climate Action Plan programs and support the development and track progress towards meeting the City's Climate Action Plan; assist with the City's Hazard Mitigation Plan and related documents.

Review and ensure compliance with environmental mitigation by monitoring conditions placed on projects; provide technical assistance to City staff during project design and implementation to avoid or mitigate adverse environmental effects and ensure compliance with environmental laws and regulations.

Plan, organize, manage and direct urban stormwater programs which encourages compliance of clean

stormwater into storm drain systems, channels, creeks and San Francisco Bay.

Develops public outreach, education campaigns and cost estimates for City environmental projects and programs.

Prepare all state and federal regulatory compliance reports; maintain records and prepare extensive reports and correspondence, compile data, evaluate procedures and establish guidelines for program areas.

Conduct studies, prepare reports, and make recommendations and presentations to the City Manager, City Council, staff, and outside agencies.

Work with other public agencies to develop programs to address environmental concerns and issues.

Identify, evaluate, and obtain funding for environmental programs, including federal, state, and local grants; assists in the administration and compliance of grants.

Provide staff support and may represent the City in the development and implementation of waste management and stormwater policy before a variety of other City and interagency committees, sub-committees and authorities.

Represent the City in meetings with public officials, regulatory bodies, the business community, members of policy and advisory boards, community and civic groups, and the public.

Serve as the liaison with waste management franchise holders.

Manage the preparation and administration of the Environmental Services Section budget; recommend and provide support for environmental services program goals and related financial and staff resource needs.

Negotiate contracts with consultants and contractors, including preparing and directing the preparation of requests for proposals, reviewing and evaluating proposals, and developing contracts; monitor the implementation of contracts for compliance and levels of service.

Monitor and evaluate relevant developments and legislation; ensure compliance with local, state and federal laws.

Develop, maintain, and foster positive working relationships with those contacted in the course of work.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Pertinent federal, state and local laws, regulations, and codes applicable to environment and waste management.
- Environmental issues and concerns related to solid, hazardous and recoverable waste collection and disposal.
- Energy conservation, and clean and green energy.
- Solid waste, recycling, and organics programs.
- Cost elements and revenue sources connected to waste collection, disposal and recovery and state and federal grant programs.
- Principles and practices long- and short-range planning.

- Principles and practices of municipal budget preparation and administration, and contract negotiation.
- Methods and techniques of business correspondence and technical report preparation.
- Principles and practices of grant writing, processing, and managing.
- Budget development and administration.
- Current office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.

**Skill or Ability to:**

- Develop and implement an integrated waste management program, including coordination with other agencies.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Analyze complex technical and administrative issues; make decision and exercise independent judgment.
- Negotiate and manage contracts and prepare and administer budgets.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials; keep accurate records and prepare reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical deadlines.
- Effectively represent the City in meetings with staff the public, other government agencies, and other agencies and groups, work cooperatively with State, County and Federal government agencies.
- Communicate clearly and concisely, both orally and in writing; make persuasive presentations of ideas, concepts, and recommendations.
- Develop, implement and interpret goals, objectives, policies, procedures, work standards and internal controls.
- Use tact, initiative, prudence, and independent judgement within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

**Education and Experience:**

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a Bachelor's degree from an accredited college or university with major coursework in Public Administration, Environmental Science, Environmental Engineering, Planning, or a related field, and five (5) years of progressively responsible experience in environmental management. A Master's degree is desirable.

**License and Certificate:**

Possession of a valid driver license and a satisfactory driving record throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City sites, including traversing uneven terrain, climbing ladders, stairs, and other

access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds or more with appropriate equipment or staff assistance.

### **ENVIRONMENTAL CONDITIONS**

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.