



ENVIRONMENTAL PROGRAMS MANAGER

Department/Division:	Engineering
Reports To:	
Provides Direction To:	
Exemption Status:	
Date Revised:	July 31, 2007
Pre-employment Drug Test Required:	NO

DEFINITION

Under administrative direction, plan, organize, and manage environmental services programs, studies, and budget expenditures, as well as the work of staff and consultants; evaluate and assure City practices comply with City wastewater discharge and sewer ordinances and resolutions, as well as regional standards and the National Pollutant Discharge Elimination System (NPDES) Permit for the Municipal Separate Storm Sewer System (MS4) and the Water Quality Management Plan for the Santa Ana Region; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position reports to the Assistant City Engineer and is expected to establish inspection practices, prepare administrative reports, coordinate studies and consultant projects, and to evaluate the effectiveness of City programs and practices in meeting technical standards and statutory requirements. This position is distinguished from the Environmental Programs Inspector by its greater supervisory, budgeting, and decision-making authority.

EXAMPLES OF DUTIES

The duties listed below are examples of the work typically performed by employees in the class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those that are least likely to be essential functions for any single position in this class.

1. Oversees compliance efforts related to the NPDES Permit mandates. Supervises the NPDES program, including inspection and code enforcement activities.
2. Conducts studies and analyses of waste composition, disposal practices, and the costs associated with the development and enforcement of these programs, plans, executes, and evaluates the status of projects and research assignments.
3. Manages environmental compliance activities related to solid waste franchise agreements, including industrial regulations, solid waste recycling, and State diversion requirements.

EXAMPLES OF DUTIES (continued):

4. Oversee the inspection of private and public construction projects, and residential and commercial properties to assure compliance with environmental regulations.
5. Develops and implements public education and information campaigns related to environmental programs, such as household hazardous waste, used oil recycling, and pollution discharge elimination methods and standards.
6. Prepares grant applications to receive funding for environmental programs and initiatives; administers and coordinates grant programs related to environmental projects and prepares performance reports.
7. Develops requests for proposals and contract documents for City environmental programs and projects; coordinates and oversees projects and work assignments involving vendors and consultants.
8. Plans, manages, coordinates, and supervises the work of staff; schedules, trains and evaluates the work of subordinate staff.
9. Acts as hearing or appeals representative in the event of disputes involving enforcement of environmental standards as part of the inspection process.
10. Prepares plans, reports and other documents pertaining to the City's waste management and NPDES activities; develops policies and procedures; develops and monitors program budget.
11. Acts as liaison to the public, government agencies, environmental groups, and other key stakeholders concerning environmental issues; serves as an advocate for environmental concerns and issues of interest to the City.

EMPLOYMENT STANDARDS

Education and/ or Experience

Graduation from an accredited college or university with a Bachelor's degree in Chemistry, Biology, Environmental Science, Public Administration or a closely related field and five years of program management experience in field of environmental protection and or industrial waste inspection, including lead or supervisory experience.

Knowledge, Skills, and Abilities:

National Pollutant Discharge Elimination Systems (NPDES) Act; Clean Water Act; National Environmental Protection Act and California Environmental Quality Act; Permit Requirement for Municipal Separate Storm Sewer System (M4) and Water Quality Management standards for the region; Clean Water Act standards; local ordinances and pre-treatment programs and standards related to industrial waste, storm water, and sewer collection systems; principles of chemistry and biology related to industrial wastewater; sampling and flow measurement techniques; supervisory principles and techniques; inspection standards and practices; grant

Knowledge, Skills, and Abilities (continued):

writing and reporting practices; budgeting techniques; public relations and conflict resolution methods and techniques; investigation practices and appeals procedures;

ability to understand and interpret technical plans and specifications; utilize methods, materials, equipment, and safety hazards associated with industrial waste inspection practices; understand, interpret and enforce applicable federal, State, and local environmental rules, regulations, and codes; communicate clearly and concisely, both orally and in writing; prepare correspondence and reports and maintain detailed records; establish and maintain effective working relationships with staff, management, business representatives, and other parties on behalf of the City; exercise tact and diplomacy when enforcing standards and regulations and securing compliance with standards; operate computer hardware and use word processing, spreadsheet, and database software.

Licenses, Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The employee frequently sits, stands, and walks within office areas. The position requires talking, hearing, and seeing. The work requires frequent communications in person and by telephone. The position uses hands or fingers to handle, touch, or operate standard office equipment and field monitoring equipment using fingers, hands, and arms. The employee occasionally reaches items above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of this class, the employee is occasionally required to conduct field inspections. In these situations, the employee must be able to walk and stand at inspection sites and to bend, stoop, kneel, squat, and reach above and below shoulder level while taking samples and inspecting sewer lines, grease traps, and other environmentally sensitive areas. The employee must be able to ascend and descend steps and ladders. While in the field, the employee must be able to lift and move manhole covers weighing up to 100 pounds for inspection purposes. The employee must be able to smell and detect odors.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret complex data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, officials, commissions, consultants, contractors, vendors, business representatives, and others encountered in the course of work.

Working Conditions

The employee frequently works in office settings and occasionally within a field setting when investigating more serious complaints or problems. The noise level is usually quiet to moderately quiet within office environments. In the field, the employee works under variable weather conditions, works in and around traffic, and is exposed to moisture, wetness, dust, fumes, toxic odors, and other hazards. Occasional driving is required to travel to and from inspection and meeting sites. The employee is occasionally exposed to moderate to loud construction and manufacturing site above 95 decibels at inspection sites.

The employee may occasionally perform overtime work and may respond to emergency call-outs given environmental complaints or problems on a relief basis or given more serious incidents. The employee may be required to work on evenings or weekends to attend various public meetings, environmental education programs, and events.

Revised: 8/16/2007