



ENVIRONMENTAL & TECHNICAL DIVISION MANAGER

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Public Works Division Manager	Effective Date:	December 1, 2019
Working Title:	Environmental & Technical Division Manager	Type:	Non-Represented
Department:	Public Works	Supervisor:	Public Works Director
FLSA Status:	Exempt	Supervises:	Senior Environmental Program Tech, Environmental Program Techs, Geographic Information Systems (GIS) Tech

CLASSIFICATION SUMMARY

The Environmental & Technical Division Manager is responsible for the City's Environmental & the Department's Geographic Information System (GIS) Programs. The classification manages the development and implementation of quality assurance/quality control plans for compliance with multiple federal, state and local regulatory requirements stemming from the Clean Water Act and Safe Drinking Water Act as related to stormwater. The classification provides expertise for natural resources planning and manages master planning and citywide programs related to water quality regulations and compliance strategies for stormwater. The classification also has direct responsibility for program activities and recommendations to fulfill the City's obligation to meet the requirements of major environmental permits, such as the Federal Water Pollution Control Act (Clean Water Act) relating to storm and surface water, the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit, the Willamette River Total Maximum Daily Load (TMDL), and the Water Pollution Control Facilities (WPCF) permit for management of Underground Injection Control (UIC) devices. The classification is the working contact for applicable regulatory agencies and is responsible for developing management plans and responding to agency directives according to state and federal regulations.

This classification is required to work independently with little supervisory direction, exercise independent judgment, perform technical program analysis and solve complex and technical problems. The classification performs a variety of complex and specialized functions to facilitate the development, implementation and management of programs to fulfill the City's obligation to meet the requirements of federal, state, and local environmental protection laws, regulations and permit requirements; provides comprehensive administrative support to departmental and/or divisional programs; is responsible for budgetary oversight, public relations, promotions and community outreach; and supervises the City's Environmental and Technical staff. This classification is also required to have specialized knowledge of environmental sciences to effectively manage programs within this area.

SUPERVISION

This is a supervisory position. This position supervises assigned employees, which includes: scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring, promotion and termination decisions.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement, and manual dexterity), work environment and working conditions described below 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 disabilities to perform the essential functions.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee is regularly required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a computer and various software programs, calculator, phone, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position. This supervisory position is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the department.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job indoors with occasional work outdoors, including varying and extreme weather conditions. Indoors, job duties will be performed in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions, and background noises. Duties include occasional contact with customers in conflict situations.

Subject to 24-hour call back for emergency conditions. Classification requires regular travel and attendance for meetings at off-site locations during day, evening and weekends.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned and operating a motor vehicle safely and legally while on City business.

80% Environmental Program Functions

Develops and administers the implementation of the City's Stormwater permitted activities, including UIC, TMDL, and MS4 Phase II management plans to meet all federally mandated requirements.

Supervises, coaches, disciplines, and conducts performance evaluations for Environmental & GIS Technicians. Evaluates ongoing staff performance; recommends personnel actions, including disciplinary and training plans; makes hiring, promotion and termination recommendations. May supervise outside (field) maintenance crews when Division Managers are unavailable.

Assists with preparation of Stormwater Fund budget to include drafting proposed budget for areas of responsibility and long-term goals and strategies. Manages budget expenses for regulatory compliance portion of the Stormwater Fund budget by monitoring expenses, ensuring goals are met within budget.

Keeps the Public Works Director informed on stormwater actions with other municipalities and regulatory agencies.

Administers the annual NPDES, TMDL, and WPCF stormwater permit reporting, compliance and monitoring programs; measures and reports on program activities and performance results; and recommends and implements changes to ensure program efficiency and effectiveness.

Develops ordinances required by regulatory actions in conjunction with legal counsel and recommends activities to the Public Works Director for approval. Presents to policy makers. Responsible for facilitating all activities of the Stormwater Advisory Committee (SWAC).

Responsible for the citywide Erosion Prevention and Sediment Control Program, Illicit Discharge and Detection Elimination Program, and Post-Construction Program, including managing development of plans, code revisions and development standards to support the plan, and development of inspection and enforcement programs.

Coordinates storm and surface water quality programs relating to the Federal Clean Water Act with other interagency regional area jurisdictions and with state agencies, including negotiating and drafting intergovernmental agreements.

Manages contract administration on a recurring or project basis; the preparation of RFPs, IGAs and scope of work documents; and the development of grant applications for program funding.

Serves as program contact with community groups, citizens, staff, other agencies and news media; responds to public inquiries and/or complaints regarding program; and provides technical assistance.

Manages outreach efforts to City staff, businesses, general public, local schools, and developers to eliminate pollution of streams and rivers.

Manages revisions to the City's Development Code and Public Works Construction and Design Standards to meet mandates.

Manages stormwater data management for maintenance activities and other required regulatory reporting information.

Performs a wide variety of administrative duties in support of environmental program activities. Prepares correspondence for various sources to include the media; may draft responses for the department director's signature. Serves as the primary representative for the City's Environmental Program.

Assists Public Works Director on subdivision review as it relates to Water Quality and Erosion Control Programs.

Represents the City on regional boards and associations, such as ACWA and Groundwater and Stormwater Committees.

Exhibits leadership to staff, crews and other City employees. Creates an environment in which employees are focused on producing excellent quality results. Models and coaches employees on excellence in internal and external customer service.

10% Technical Program Functions

Oversees the Department's functions with the GIS system.

Manages stormwater data management for GIS activities.

Ensures GIS system data is updated accurately and in a timely manner.

Ensures Public Works staff members who need to use GIS data are trained at a level that allows access to where the data is stored and how to retrieve it as needed.

10% Other Related Functions

Prepares short and long-term projects and work assignments; maintains records of materials and equipment used; and maintains time sheets and other work and personnel reports as required.

Oversee the Department's public education program including coordination of the Water education with the Water Division Manager.

Manages stormwater outreach program.

Prepares, negotiates, and administers contracts with vendors for various related activities.

Keeps work logs as directed.

Respond to emergency calls during work and may be subject to call out during non-work hours.

Operates as an effective member of the Public Works team with the ability to communicate both verbally and in writing in an effort to resolve problems.

Responds to inquiries from the public, City Councilors, other agencies, and staff.

Serves as City liaison on various boards, committees and task forces.

Attends conferences and/or training sessions relevant to environmental services standards.

Assumes the duties of the Public Works Director as requested by the Public Works Director or City Manager.

MINIMUM QUALIFICATIONS

Education & Experience

Bachelors degree in Environmental Science, Public Administration, or a closely-related field and four years of progressively responsible professional experience involving research, analysis, planning, development, implementation, supervision, and management of environmental programs; or six years of progressively responsible professional experience involving research, analysis, planning, development, implementation, supervision, and management of environmental programs; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Licenses, Certifications & Other Requirements

- Required at time of hire and maintained during employment: Valid Oregon driver license and NIMS ICS 100, 200, and 700 Certification.
- Pass a background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Water, land, and natural resources planning and management principles and practices.
- Environmental protection methods, practices, and techniques applicable to public works projects and public works maintenance; specific knowledge of environmental regulations related to assigned program area.
- Federal and State regulations pertaining to Clean Water Act; NPDES, TMDL & WPCF Permits, and Stormwater Management Plan requirements.
- Proper and safe use of tools and equipment required for the position including occupational hazards and safety precautions related to the work.
- Pollution prevention techniques and water quality Best Management Practices.
- Principles and practices of public administration, including government contracts, budget procedures and maintenance of public records.
- Principles and practices of program/project planning and management.
- Principles and methods of program, administrative and organizational analysis, including research methods and procedures.
- Current computer capabilities and applications as they relate to the duties of the position.
- Communication techniques and principles of public outreach and involvement.
- Principles of social marketing and assessment of public attitudes and behaviors.

Skill & Ability

- Perform professional-level work independently; exercise independent judgment and initiative within established guidelines.
- Learn processes, regulations, laws, and ordinances unique to organization and locale.
- Develop and maintain successful environmental programs.
- Ensure citywide compliance with environmental permit requirements.
- Analyze assigned environmental programs and related administrative and operational issues; evaluate alternatives; prepare timely, accurate, understandable, detailed reports; present sound, logical, fact-based conclusions, and recommendations.
- Utilize word processing, spreadsheet, database, and network operating systems sufficiently to perform assigned duties.
- Understand, interpret, explain, and apply laws, regulations, ordinances, and policies applicable to assigned environmental program responsibilities.
- Ensure proper maintenance of all required files, records, and documentation.
- Communicate effectively, both orally and in writing, including public speaking before large groups.
- Establish and maintain effective working relationships with other employees, the public and consultants.
- Provide leadership for projects and/or programs.
- Coordinate, oversee, and evaluate work of program volunteers and/or staff involved in program activities.
- Satisfactorily represent the program, the department and the City.
- Ability to travel as required.

Licenses, Certifications & Other Requirements

- Preferred at hire, must be able to obtain as soon as practicable: NIMS ICS 300 and 400.
- Preferred at hire and maintained during employment, must be able to obtain within 90 days of hire: First Aid & CPR Certification.
- May require specialized certification depending on job assignment.