

**CITY OF LINCOLN
ENVIRONMENTAL SERVICES MANAGER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, manages, evaluates and participates in professional and technical work in environmental utilities activities, including the design, investigation, program management, construction, and management of field work groups for the operation and on-going maintenance of solid waste, wastewater and water facilities. Ensures that all areas of responsibility meet regulatory requirements and safe work practices; provides management and leadership to field supervisors and staff; works cooperatively with other departments in the City to achieve department goals; serves as City representative to regional groups; and performs other related duties as required.

Under general direction, plan, organizes, oversees, coordinates and reviews the work of the staff performing complex professional, technical, regulatory oversight and office support related to all programs, operations and activities of the Environmental Utilities Operations Section; administer current and long-range planning activities; manages effective use of the operations resources to improve operational productivity and customer service; provides complex and responsible support to the Public Services Division Manager in areas of expertise; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The **Environmental Services Manager** is a professional with management experience within a Public Services or Utilities Department. This mid-management classification manages the Environmental Utilities Section's activities and exercises full responsibility for planning, organizing, implementing and directing staff through a variety of assigned projects. Incumbents perform professional, complex technical and program management assignments related to environmental utilities operations, demanding considerable knowledge of related program and regulatory requirements including development planning, design standards and regulations, construction and maintenance. This classification is distinguished from Public Services Supervisors by the level of accountability expected in the performance of the most complex and difficult assignments, and the performance of environment utilities management responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Public Services Division Manager or his/her designee. May exercise direct supervision over professional and technical support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Manages and participates in the development and implementation of goals, policies, programs and priorities for the Environmental Utilities Operation Section and the Public Services Division; recommends within departmental policy, appropriate service levels; develops, recommends and administers policies and procedures.

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- Plans, manages and oversees the daily functions, operations and activities of the Environmental Utilities Operations Section, including the operations, maintenance and repair of the City's solid waste, water, sewage collections and wastewater treatment facilities and systems.
- Manages, develops and coordinates assigned program activities such as those required by the City Council and other regulatory agencies including policy development, community education, regional and state program coordination and required infrastructure modifications. Oversees the acquisition of required regulatory permitting and maintaining compliance with regulatory agency policies and permits.
- Monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures; meets with staff to identify and assign work activities, projects, programs, monitors work flow and evaluate work products, methods and procedures; coordinates and participates in staff training and works with staff to correct deficiencies.
- Serves as a City staff representative to regional groups as required. Serves as staff representative to the City Public Utilities Committee in cooperation with the City Engineer.
- Manages the consultant contract for the City's wastewater treatment facility. Evaluates on-going performance and costs of the existing contract and makes recommendations for contractual changes.
- Prepares requests for proposals, evaluate responses, and manage consultant contracts as necessary.
- Prepares and provides complex program reports, correspondences, staff reports, ordinances and resolutions to the Public Services Division Manager, Director of Community Development, City Manager, City Council, Planning Commission, Design Review Committee, City departments, outside agencies and the public; develops and reports statistics; makes oral presentations and participates in organizational and community group meetings; responds to questions and inquiries, and investigates complaints concerning environmental services problems.
- Monitors and keeps informed of current trends in the field of environmental services, including legislation, court ruling and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking on slippery, level and uneven surfaces, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision for reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Possess five (5) years of increasingly responsible experience in professional environmental utilities management. A Bachelor's degree with major course work in civil engineering, environmental engineering, water/wastewater science, environmental science or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and requires at least one of the following:

- Grade IV/V Wastewater Treatment Plan Operator Certificate as issued by the California State Water Resources Control Board
- Grade T3/T4 Water Treatment Operator Certificate issued by the California State Department of Public Health
- Grade D3/D4 Water Distribution Operator Certificate issued by the California State Department of Public Health
- Grade III/IV Collections System Maintenance Certificate issued by the California Water Environment Association (CWEA)

Possession of the following certifications/licenses will assist the individual in their job duties: Class A or B Commercial California License with hazmat, tanker, and passenger endorsements.

KNOWLEDGE, SKILLS AND ABILITIES: *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of management procedures, practices and standards of municipal civil engineering; municipal laws, ordinances, codes specifications and plans; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations including City, county and state regulations regarding the areas supervised; technical expertise in water systems and storage; technical expertise in wastewater collection and treatment systems; knowledge of solid waste practices; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing proper English, spelling and grammar; occupational hazards, standard safety practices, techniques for providing a high level of customer service and techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.

Skill to:

Operate an office computer and variety of word processing, spreadsheet and other software applications, including graphic and presentation programs.

Ability to:

Perform complex computations; check design and supervise the preparation of work plans; plan, organize, direct and evaluate the effectiveness of assigned program activities; effectively exercise supervisory control over complex professional and technical tasks; negotiate and manage contracts; perform the full range of professional tasks; prepare and administer a budget; interpret, explain and apply applicable laws, codes and regulations pertaining to municipal public services; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze complex issues, and develop and implement an appropriate response follow written and oral directions; promote and observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Salary Range: Refer to Mid-Management/Confidential Salary Schedule
FLSA: Exempt
Employee Group: Mid Management/Confidential