CITY OF EL CERRITO

ENVIRONMENTAL DIVISION MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To direct, manage, supervise and coordinate the activities and operations of the Environmental Services Division, including implementation of City environmental and waste management programs, the City's curbside recycling collection and recycling center operations, garbage and organics franchise, NPDES permitting and public information/education functions, Climate Action/Carbon Footprint Reduction, Creek Protection, Environmental Purchasing, Green Building, Green Transportation, Universal and Hazardous Waste Disposal, and Grants sought to augment City funding for these programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant City Manager or other manager as designated by the City Manager.

Exercises direct and indirect supervision over management level analysts, supervisors, professional, labor and support staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Assume management responsibility for services and activities of the Environmental Services Division, including curbside recycling collection and recycling center operations, garbage and organics franchise, NPDES permitting and public information/education functions, Climate Action/Carbon Footprint Reduction, Creek Protection, Environmental Purchasing, Green Building, Green Transportation, Universal and Hazardous Waste Disposal, related Grants sought and other environmental and waste management programs as developed.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of services delivery methods and procedures; recommend within departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate and review the work plan for environmental services staff, assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems; handle the most difficult, sensitive or controversial projects of the division.

Plan, organize and direct the development and implementation of new and revised environmental services programs; analyze program impact; coordinate program activities, including project planning, cost-benefit analysis, fund and bond financing and the utilization of special consultants in waste collection systems, solid waste management facilities and other environmental areas, such as climate action, creeks protection; apply for and administer grant funding as appropriate.

Oversee the preparation and implementation of marketing and public information campaigns; direct or develop special events and programs to promote and educate the public about recycling, resource conservation, and pollution prevention issues, including Bike to Work Day and Rideshare Week; oversee the preparation of brochures, press releases, and a variety of other educational and promotional items; manage outreach to existing business owners, residents, and other groups on awareness of City's environmental and recycling programs.

Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Select, train, motivate and evaluate environmental services personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Ensure compliance with all legal requirements and established procedures pertaining to recycling collections and center operations, garbage and organics franchise, NPDES permitting and public information/education functions, Climate Action/Carbon Footprint Reduction, creek protection, environmental purchasing, green building, green transportation, universal and hazardous waste disposal and awarded grants.

Serve as liaison for the division with other divisions and departments; represents the City with various municipalities and governmental agencies, including the Regional Water Quality Control Board, California Integrated Waste Management Board, and Bay Area Air Quality Management District; represents and negotiates for the City on regional environmental problems and issues.

Prepare and review a variety of written documents, including complex reports, resolutions and ordinances, general correspondence, promotional material; deliver oral presentations before the City Council, other agencies, businesses and the public.

Prepare and review requests for proposals and evaluate bidders' documents for goods and services; negotiate trash hauler agreements and oversee the trash franchise agreement; monitor all division agreements for goods and services.

. Provide technical expertise to the Assistant City Manager, the City Manager, other departments, resident committees, and the general public on environmental services, storm water pollution prevention, air quality programs, and solid waste issues.

Marginal Functions:

Assist in coordinating activities with other City departments, divisions, and sections and with outside agencies.

Serve on various employee or other committees as assigned.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and operational characteristics, services and activities of waste management, recycling and environmental protection programs.

Principles and practices of program development and implementation.

Principles and procedures of grant preparation and administration.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of municipal budget preparation and administration.

Current environmental laws, rules, ordinances and regulations

Computer applications related to the work (currently MS Office Suite, and others as needed)

Techniques for effective public presentations and dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person, over the telephone and via e-mail.

Ability to:

Oversee and participate in the management of comprehensive recycling, solid waste and environmental protection programs.

Oversee, direct and coordinate the work of assigned staff.

Select, supervise, train, motivate and evaluate staff.

Participate in the development and administration of division goals, objectives and procedures.

Research, analyze and evaluate new service delivery methods and techniques.

Research, develop and implement recycling, conservation and environmental protection programs.

Prepare and administer division budget.

Prepare clear and concise administrative and financial reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Develop, implement, interpret and explain current environmental laws, rules, ordinances and regulations.

Handle difficult and sensitive situations using sound, independent judgment within general policy and legal guidelines

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience in the environmental programs area including two years of supervisor/management responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with coursework related to environmental studies, public administration or related field.

Licenses/Certificates/ Other requirements:

Possession of, or ability to obtain, a valid California Driver's License by date of hire.

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Occasionally	100 + lbs:	Never
Crawling:	Never	Carrying	
Climbing:	Occasionally	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:

up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Occasionally to Frequently
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Occasionally

Coordination	-	Eye-hand: Never Eye-hand-foot: Never Driving: Frequently
Talking	-	Face-to-face: Frequently Verbal contact: Frequently Public: Frequently
Vision	-	Acuity far: Required Acuity, near: Required Depth perception: Required Field of vision: Required Accommodation: Required Color vision: Required

PHYSICAL DEMANDS: (continued)

Hearing	-	Conversation: Frequently Telephone: Frequently Earplugs: Occasionally

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed, uninvolved instructions, One or two step instructions, Reading-complex, Writing-simple, Math skills-complex, Form, Clerical, Coordinating, Analyzing, Copying, Mentoring, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Taking instructions-helping, Comprehend/follow instructions, Perform simple repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Using computer/computer monitor screen, Works around others, Works alone, Works with others
Indoors, Outdoors, Moving machinery, Slippery/uneven surfaces.

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