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# **Mt. View Sanitary District**

## **Policies and Procedures Manual**

**POLICY TITLE: Environmental Services Manager**

**POLICY NUMBER: 2340**

**ADOPTION: October 10, 2019**

**FLSA: EXEMPT**

### **ENVIRONMENTAL SERVICES MANAGER**

#### **DEFINITION**

Under general direction, plans, organizes, provides direction and oversight to and personally performs professional-level work in support of all District environmental compliance activities, including management and oversight of the National Pollution Discharge Elimination System (NPDES) permit; Laboratory and ELAP certification; marshes and Marsh Management Plans; manages the pollution prevention program and source control contracts and public outreach programs; general responsibility for executing actions needed to support environmental planning, reporting, and compliance activities within the District; and serving as the District's liaison with regulatory agencies, and other cities, counties, and sanitation/sanitary districts; performs confidential, complex, and technical support to the District Manager; assumes responsibility for a variety of programs, projects and special assignments; and performs other duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Direction is given by the District Manager. Direct and general supervision is provided to Laboratory Analyst and District Biologist.

#### **CLASS CHARACTERISTICS**

This single-position class is responsible for overseeing and directing all aspects of the District's environmental programs, ensuring compliance with federal, state, local laws and regulations, coordinating with various District departments, as well as other public and regulatory agencies, reporting status of the program to management and the Board of Directors; and preparing and reviewing reports to regulatory agencies summarizing program activities. Oversees and manages the preparation of studies and evaluations. Represents the District with industries, businesses, local agencies, regulatory agencies, and regional environmental planning groups.

Adopted: October 10, 2019

**EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Develops and manages an environmental services work plan to provide continual improvement of processes, automation, document management, methods of improved productivity and other environmental aspects of the District's strategic vision to promote efficiencies and effective operations.
- Manage the development and implementation of goals, objectives, and priorities.
- Oversee and ensure that District activities and operations are in compliance with applicable Federal, State, and local laws, statutes, regulations, and policies.
- Evaluate the effectiveness of regulatory compliance programs and develop and implement new programs as mandated by legislation and/or policy.
- Identify training needs and develop training plans.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with agency standards, including priorities and performance evaluations; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Represent the District before boards, political bodies, committees, and the general public.
- Receive and interpret laboratory data from wastewater and environmental samples and apply results to regulatory requirements.
- Prepare reports and recommendations for the Board of Directors.
- Participate in various conferences/training in order to maintain awareness of new trends and developments related to regulatory compliance for assigned areas of responsibility.
- Monitor and analyze legislation and regulations that impact regulatory compliance, and develop and implement programs that ensure District compliance.
- Oversee the preparation and submission of statistical and analytical reports to regulatory agencies such as the San Francisco Regional Water Quality Control Board (SRWQCB) and the Bay Area Air Quality Management District (BAAQMD).
- Consult with the District Manager, Wastewater Operations Manager and District Engineer in formulating District policy as it relates to regulatory compliance.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Develop and oversee the Division's budget, which includes forecasting of funds needed for staffing, equipment, and supplies and monitoring and approving expenditures.
- Provide comprehensive direction and support to all District programs regarding future, pending, and existing regulatory compliance issues.
- Negotiate and administer contracts for a variety of routine and complex consulting projects, which includes monitoring and reviewing progress and scheduling and approving progress payments.
- Participates in the Safety Committee and supports the District Manager with risk management in matters relating to environmental and safety issues.
- Conducts or directs the conduct of various research studies, analyzes results, evaluates alternatives, makes recommendations and prepares narrative and statistical reports.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Monitor changes in laws, regulations, and technology that may affect the environmental compliance functions; implement policy and procedural changes as required.
- Performs other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Applicable Federal, State, and local laws and regulations as they relate to regulatory compliance for assigned areas of responsibility.
- Principles and practices of budget preparation and administration.
- Principles and operational characteristics of a wastewater agency.
- Principles and practices of program development and management.
- Legislative process of local, State, and Federal government.
- Regulatory agency functions and processes.
- Principles and practices of management and supervision.
- Principles and practices of wastewater collection, treatment, and discharge.
- Practices and techniques related to the conduct of environmental investigations and studies.
- Methods of microbiological and bacteriological tests as related to wastewater.
- Principles and practices of safety management including but not limited to, Cal/OSHA General Industry Safety Orders, the District's Injury and Illness Prevention Program, and other District Safety Directives.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction to the department and the District.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Analyze accounting and budgetary information; present alternatives and recommendations; think strategically and address both significant details and larger overall program goals.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, and procedures.
- Plan, organize, direct, and coordinate the work of technical, and administrative personnel; delegate authority and responsibility.
- Provide a high level of customer service to the public and District staff, in person and over the telephone.
- Oversee and coordinate maintenance of the official records of the District.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively and efficiently organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work effectively and cooperatively with representatives from other local, State, and Federal regulatory agencies and programs, as well as, Division staff and the general public.
- Communicate effectively, both orally and in writing.
- Prepare or direct the preparation of comprehensive studies and reports.
- Understand, interpret, and explain complex laws and regulations.
- Oversee a comprehensive monitoring and reporting program related to areas of assigned responsibility.
- Make effective written, graphic, and oral presentations of complex and highly technical information.

- Analyze technical reports and data.
- Collect data, establish facts, and draw valid conclusions.
- Intermittently sit at a desk, walk, stand, and bend, squat, kneel, and twist during inspections; perform simple and power grasping, pushing, pulling, and fine manipulation; lift or carry a weight of 25 pounds or less and communicate via mobile communication device.
- Perform work under minimal supervision and within an environment of competing priorities and deadlines.

**Education and Experience:**

*Any combination of training 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 Equivalent to a bachelor's degree from an accredited college or university with a major in civil, environmental, chemical, or mechanical engineering; environmental science; biology; chemistry; business administration; law; or a closely related field and ten years of experience monitoring, administering, and/or analyzing water quality regulations, policy, and compliance which includes experience overseeing some or all regulatory compliance-related activities that would be required of an agency similar to the District.

**Licenses and Certifications:**

- Must possess and maintain a valid Class C California driver's license. Must continue to meet all of the provisions of the District to be insured with the terms and conditions of the District's insurance program as a condition of employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District 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 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 boxes with papers, files, folders or chairs and move other office furniture or equipment weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

The employee works primarily in an office environment but is occasionally exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. The employee may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.