

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: ENVIRONMENTAL MANAGER

DATE: 7/1/2024

JOB CODE: 2080

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MID-MGMT

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.

DUTIES SUMMARY

Under general direction, to plan, coordinate, direct and administer the regulatory and compliance activities of the Water and Water Reclamation Divisions, including the Pre-Treatment and Brine Programs; administer environmental monitoring requirements to assure regulatory compliance and characterize the effect of wastewater treatment on air, land and water resources; development of documents for permit applications and regulatory reporting; technical review and evaluation of implementation and compliance issues in proposed and adopted regulatory policies; oversight, audit and validation responsibilities for compliance and process control laboratory work; research and development of studies related to emerging pollutants and regulatory strategies that address these pollutants as necessary; represent the City of San Bernardino Municipal Water Department at hearings and meetings related to regulatory and environmental issues; perform related work as required.

DISTINGUISHING CHARACTERISTICS

This single incumbent class is a first line supervisor in the Environmental and Regulatory Compliance series. The incumbent supervises the Environmental Control Supervisor, Environmental Analysts, and clerical staff. The incumbent exercises significant authority and independence in implementing a broad range of activities and is responsible for managing programs and staff engaged in environmental compliance activities and ensuring compliance with regulatory requirements. Supervision and direction are received from the Director of Environmental and Regulatory Compliance or designee.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Assist in the development and implementation of goals, objectives, policies and procedures by providing technical guidance and making recommendations for long-term management of programs to comply with regulation and ensure the balance of economics and environmental protection;
- Provide day-to-day leadership and work with staff to ensure a high performance, customer service-oriented work environment that adheres to and maintains a positive attitude toward City and Department goals;

- Participate in the selection of staff; provide or coordinate staff training;
- Oversee the planning and evaluation of staff performance; establish performance requirements and personal development targets; monitor performance and provide coaching for performance improvement and development;
- Develop regulatory compliance manuals, procedures, and educational materials;
- Notify appropriate staff of important legislative and regulatory developments and make recommendations for action plans in response to pending legislation;
- Establish and maintain a system for regulatory and legislative tracking; monitor proposed regulation and legislation to provide analysis, comments, and technical advocacy;
- Manage permits and permit renewals; prepare and submit application packages, coordinate meetings, review pertinent technical documents, perform complex engineering calculations and analyses of design data such as air dispersion modeling and health risk assessments;
- Attend related training seminars and recommend programs to implement required changes, determine specialized training needs and assist in developing and conducting appropriate training programs for employees on how to work in a safe and environmentally and regulatory compliant manner;
- Direct preparation of correspondence, reports, staff reports, forms, lists, schedules, and related documents from rough draft and/or from oral or written direction independently requiring use of judgment based upon a thorough knowledge of the functions and procedures of the unit;
- Survey Department facilities and equipment to determine compliance with Federal, State, and local regulations, identify non-compliant conditions and practices and establish effective corrective action;
- Investigate and analyze incident reports and complaints involving environmental compliance, provide management with recommendations to prevent or correct non-compliant situations;
- Maintain comprehensive records and data pertinent to programs and prepare detailed and technical reports;
- Wastewater laboratory reconciliations and special sampling reviews;
- Stormwater training and report audits;
- Air emission reporting for the Department;
- Provide courteous and expeditious customer service to other officials, the general public, and City and Department staff;
- Represent the Department at various functions; provide assistance to various governmental agencies and political bodies in the preparation of regulations; ensure the Department maintains compliance with all developing regulations;
- Participate in external organizations to broaden the Department's role in formulating regulation applicable to Department operations and exchange information; conduct technical presentations on legislative and regulatory issues;
- Act as a liaison with regulatory agencies and technical industry associations; maintain open and honest relationships with various regulatory agencies through timely and accurate reporting of noncompliance;

- Attend related training seminars and recommend programs to implement required changes, determine specialized training needs and assist in developing and conducting appropriate training programs for employees on how to work in a safe and environmentally and regulatory complaint manner;
- Manage and participate in the development and administration of the section's annual budget; estimate funds needed for staffing, consultants, contractors, equipment, materials, and supplies; implement adjustments as necessary to meet changing conditions;
- Identify needs and recommend the use of independent consultants as necessary to assist the Department with regulatory compliance projects; draft requests for proposal, bid specifications, and statements of work for professional and technical environmental consulting services;
- Operate Department vehicles and other equipment as required; and
- Perform other related duties as required.

QUALIFICATIONS

Any combination of education, training and experience that would likely provide the knowledge, skills and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles, practices, methods, and techniques of regulatory compliance, advocacy, legislative processes, operations, and functions of related regulatory agencies and officials and as related to water and wastewater utilities;
- Engineering and scientific principles related to assignment such as chemistry, biology, microbiology, hydrology, air quality, biosolids, water/wastewater, and environmental science;
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to areas of responsibility;
- Requirements of City ordinances, Department Rules and Regulations, state and federal mandates governing the treatment, control, and discharge of industrial waste;
- Industrial discharge inspection techniques, including flow measurement, sampling and testing techniques;
- Regulatory application and report development and completion of EPA NPDES, RWQCB and SCAQMD permits and related documents;
- Principles and practices of supervision, training, and performance evaluation;
- Proper English usage, spelling, grammar, and punctuation;
- Advanced record keeping methods;
- Mid-level computer operation skills, including word processing, database programs, spreadsheets, electronic mail, and Department utilized software application programs;
- Principles and practices of leadership techniques;
- Principles and practices of public relations.

Ability to:

- Develop, implement and administer environmental regulatory programs;
- Interpret and analyze laws, regulations, and procedures applicable to environmental compliance;
- Conduct investigations of non-compliant occurrences, and prepare investigation and audit reports;
- Effectively represent the Department to influence numerous local governments, regulatory agencies, legislative bodies, associations, public agencies, and the public;
- Review and understand engineering and construction drawings, technical specifications, and scopes of work;
- Understand, interpret, explain, apply, and adhere to Department Personnel Rules and Memoranda of Understanding (MOUs);
- Exercise independent judgment within general policy guidelines;
- Make accurate mathematical computations;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Effectively communicate and interface with staff members from numerous regulatory agencies;
- Plan, schedule and make work assignments for subordinates;
- Understand and carry out oral and written instructions;
- Establish and maintain complex filing systems;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;
- Operate a vehicle observing legal and defensive driving practices;

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university;

And

Experience: Three (3) years of increasingly responsible experience in environmental regulatory compliance programs, preferably in a water/wastewater utility agency;

And

Possession of a valid Class "C" California Driver's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Driver's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

Qualified Industrial Stormwater Practitioner (QISP) preferred.

SCAQMD Certified Permitting Professional (CPP) preferred.

NECESSARY SPECIAL REQUIREMENTS

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climatic conditions. Incumbents must be able to work under moderate stress conditions. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office and/or field setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Environmental Manager

To: Director, Environmental and Regulatory Compliance

Job Description:

BOWC Approved:	<u>5/16/2006</u>
Rev:	<u>8/18/2009</u>
Rev w/title change from Env Supv	<u>6/23/2020</u>
Rev. Approved:	<u>6/25/2024</u>

Testing Standards: App Review/Supp App Review