



APRIL 2018
FLSA: EXEMPT
Bargaining Unit: MA
JCN: 4607

ENVIRONMENTAL MANAGEMENT ~~PROGRAMS MANAGER~~ MANAGER

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

~~Under direction, plans, organizes and directs environmental management programs within assigned area.~~

Distinguishing Characteristics:

~~This multiple position class manages comprehensive Environmental Management programs and manages a staff of Environmental Management Supervisors in the conduct of field inspections and investigations and the enforcement of health and safety regulations. This class also has responsibility for the development and oversight of countywide environmental health, hazardous materials, solid and liquid waste management, and vector control programs.~~

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional and technical duties related to environmental management programs and activities, such as consumer protection, hazardous materials, solid waste, landfill and wastewater treatment operations, and vector control, including assisting with short and long-term planning, budgeting, and overseeing environmental management programs; coordinates assigned activities with other County departments and outside agencies; provides highly responsible and complex professional assistance to the Director of Environmental Management in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Environmental Management. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating comprehensive environmental management programs, such as environmental health, hazardous materials, solid waste, landfill and wastewater treatment operations, and vector control. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation as well as performing and directing many of the day-to-day activities of the department. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the Director of Environmental Management in that the latter provides department level management responsibility for environmental management programs and activities.

EXAMPLES OF ESSENTIAL TYPICAL JOB FUNCTIONS (Illustrative Only)

Develops, recommends

- Provides responsible support and assistance to the Director of Environmental Management.
- ~~Plans, organizes, manages and implements goals, objectives, and work standards for the different programs within the division such as food sanitation and department including consumer protection, public and private drinking systems, vector surveillance, land use, solid waste operations, food sanitation, hazardous materials, underground storage tanks, and emergency response, underground/above ground storage tanks, septic systems, solid and liquid waste (including landfill and aquatic recreational health wastewater treatment plant operations), water sanitation (small water supply, swimming pools, and wells) and the resources sector, including vector control and land use.~~
- ~~Assists in managing and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.~~
- ~~Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.~~
- ~~Consults with and advises staff regarding the interpretation of laws and regulations; recommends the modification or adoption of procedures.~~
- ~~Evaluates new and proposed legislation, regulations, and court decisions to determine impact on environmental management programs, policies, and procedures, and identifies and implements required changes.~~
- ~~Prepares and administers assigned portions of the division's budget.~~
- ~~Plans, organizes, assigns, reviews, evaluates, and directs the work of assigned staff.~~
- ~~Provides technical and administrative supervision for employees in professional training.~~
- ~~Participates in the selection of personnel and conducts orientation and in-service training programs.~~
- ~~Confers with consultants, contractors, and business owners in regard to environmental management related matters such as inspections, violations, reports, etc.~~
- ~~Provides professional assistance to County departments on environmental management and related matters.~~
- ~~Directs complex special studies, surveys, inspections, investigations, and analytical studies; reviews findings and makes recommendations to appropriate County management.~~
- ~~Reviews staff reports and makes field visits to ensure enforcement of appropriate codes and regulations.~~
- ~~Evaluates metrics for staff efficiency and allocations by developing time studies.~~
- ~~Consults with professional and technical staff to resolve field problems; may conduct the more complex and difficult inspections.~~
- ~~Evaluates and determines appropriate action in cases of persistent violations and prepares cases for prosecution.~~
- ~~Represents the County in contacts and meetings with other agencies and organizations.~~
- ~~Attends and participates in professional group meetings; stays abreast of new trends and innovations in environmental management programs and operations; researches emerging products and enhancements and their applicability to County needs.~~
- ~~Prepares technical reports pertaining to County environmental management matters.~~
- ~~Maintains current knowledge of technology and technical advancements in the fields pertaining to environmental management.~~
- ~~Operates assigned vehicles skillfully and safely, observes safe driving practices.~~

- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- ~~Serves as acting department director in his/her absence.~~
- ➤ ~~Performs other related duties as assigned.~~

MINIMUM QUALIFICATIONS

Education and Experience:

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.~~

Education:—

~~Possession of a Bachelor's degree in environmental health, biological or physical science, or a related field.~~

~~-and-~~

Experience:—

~~Two (2) years of experience at a level equivalent to the County's class of Supervising Environmental Health Specialist or Supervising Waste Specialist.~~

Other Requirements:

~~Must possess a valid driver's license and automobile liability insurance meeting legal requirements. Individuals who do not meet this requirement due to physical disability will be reviewed on a case by case basis. Must possess and keep current a valid Certificate of Registration as an Environmental Health Specialist in the State of California. Must be able to attend night and evening meetings and work flexible work hours. May be required to travel both within and outside the county.~~

Knowledge of:

- ~~Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.~~
- ~~Principles and practices of leadership.~~
- ➤ ~~Principles and practices of employee supervision—and program administration, including employee selection, training work planning, assignment review and evaluation—and discipline—and program development and implementation, and the training of staff in work procedures.~~
- ➤ ~~Principles and practices and of budgetary control and administration.~~
- ➤ ~~Principles of chemistry, biology, geology, zoology, hazardous materials management, physical sciences (i.e. geology, hydrology), occupational health, toxicology, waste management, and industrial hygiene, investigation, and enforcement.~~
- ➤ ~~Principles and practices of safe food production, processing, and handling.~~
- ~~Local, state Principles and federal practices of environmental health protection, investigation, and safety enforcement, including landfill and wastewater treatment plant operations and regulations and requirements as they pertain.~~
- ➤ ~~Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to environmental management programs.~~

Skill in:

- ~~Planning, organizing, assigning, reviewing, evaluating, Recordkeeping principles and directing the work of assigned staff.~~
- ~~Planning, organizing, assigning, reviewing, evaluating, and directing various countywide program activities.~~
- ~~Training staff in work~~ procedures.
- ~~Evaluating and determining substance composition through testing and analysis.~~
- ~~Public education and outreach.~~
- ~~Explaining, interpreting, a variety of rules, regulations and laws.~~
- ~~Establishing and maintaining effective~~ Principles and techniques for working relationships with those contacted in groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- ~~Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.~~
- ~~The structure and content of the~~ ~~course~~ English language, including the meaning and spelling of the work words, rules of composition, and grammar.
- ~~Modern equipment and communication tools used for business functions and program, project, and task coordination.~~
- ➤ ~~Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.~~

Ability to:

Enforce

- ~~Assist in providing administrative and professional leadership and direction for the department and the County.~~
- ~~Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.~~
- ~~Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.~~
- ~~Evaluate complex codes, regulations, and environmental problems, and develop effective courses of action.~~
- ~~Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.~~
- ➤ ~~Understand, interpret and enforce~~ applicable laws, ordinances, and regulations regarding various environmental management programs through inspections, hearings, etc.
- ~~Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.~~
- ~~Plan, organize, assign, review, evaluate, and direct various County-wide program activities.~~
- ~~Evaluate and determine substance composition through testing and analysis.~~
- ~~Provide public education and outreach.~~
- ➤ ~~Prepare clear, concise, and complete technical reports and other correspondence.~~
- ~~Utilize a variety of office equipment and software.~~

Effectively represent the department and the County in meetings~~ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS~~

- with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in biological or physical sciences, environmental health, environmental engineering, or a related field, and three (3) years of increasingly responsible professional experience in environmental management programs or related programs, including at least two (2) years in a supervisory capacity.

Licenses and Certifications:

~~Possession of~~The conditions herein 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 job functions.

Environment:

- Work is primarily performed indoors, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a valid certificate of registration as an Environmental Health Specialist in the State of California.
- Ability to renew the Environmental Health Specialist Registration in California, by completing 24 contact hours of continuing education every two years approved by REHS Continuing Education Accreditation Agencies.

PHYSICAL DEMANDS

~~Must possess~~ in a standard office setting.

Physical:

~~Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. Frequent sitting; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold. Occasional~~

~~standing and bending, walking and reaching; lifting, carrying or pushing objects that weigh up to 15 lbs. Infrequent climbing; lifting, carrying or pushing objects that weigh more than 15 lbs.~~

HISTORY

JCN: 4607-

Created: MMM YYYY— BOS resolution xxx-xxxx

Revised: MMM YYYY— HRD

~~Form 700: (Yes or No)~~mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various County facilities and construction and work sites; to operate a motor vehicle and to visit various County 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. 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, carry, push, and pull materials and objects weighing up to 35 pounds, or heavier weights with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions and partially in the field with occasional exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and hazardous substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to attend night and evening meetings and work flexible work hours. May be required to travel both within and outside the County.