



DIRECTOR OF ENVIRONMENTAL SERVICES

DEFINITION

Under general direction of the City Manager, plans, manages, oversees and directs the activities and operations of the Environmental Services Department, including Environmental and Sustainability Programs (Forest Management, Energy, Stormwater/Drainage, Solid Waste/Recycling), GIS/Mapping, Water and Wastewater Systems (Treatment, Distribution, Collections), Streets, Central Garage, Natural Resources, Parks/Open Space, Recreation, and City Buildings/Facilities; and performs other related duties as assigned.

CLASS CHARACTERISTICS

This is a department head classification that administers, directs and participates in all activities of the Environmental Services Department including short- and long-range planning, development, and administration. This class assists the City Manager in a variety of administrative, coordinative, analytical and liaison capacities. Responsibilities include providing leadership, vision and organization to the activities of the department with those of other departments and agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLE OF DUTIES – duties may include, but are not limited to the following:

- Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs, coordinates and participates in the department's work plan; assigns work activities and responsibilities to appropriate department personnel; identifies and resolves problems and/or issues.
- 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; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Prepares, manages and coordinates the development of the Department budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, and supports programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Directs and oversees Department environmental and sustainability programs, including those related to urban forestry and management of a municipal forest, creek and watershed health and rehabilitation and stormwater management, solid waste management and energy efficiency, conservation and renewable generation programs.
- Directs and oversees the programs and activities of Parks, Recreation, Facilities, and Natural Resources Divisions, including construction, maintenance and operational activities of City parks, facilities, and natural resource areas; and development and implementation activities for a variety of recreation and community programs, events, and services.
- Directs and oversees the programs and activities of the Utilities (water distribution/wastewater collections), Streets/Fleet, Water/Wastewater Treatment Plant Operations and Environmental Compliance Divisions, including operation and maintenance of streets, central garage, water and wastewater treatment facilities; construction and maintenance of wastewater and water distribution systems; and environmental compliance

activities as it pertains to water, wastewater, storm water (private construction and municipal), and industrial waste, including certified laboratory operations.

- Directs and oversees the citywide Geographical Information System (GIS) activities for providing digital geographical information analysis and mapping support for a variety of City functions, including parcel ownership, easements, building activity, stormwater utility information, wetlands, zoning, historical sites and water quality information.
- Directs and oversees the development, coordination and implementation of the Department's planning documents such as; Parks and Recreation Master Plan, Arcata Creeks Management Plan, Stormwater Management Plan, Source Reduction and Recycling Element, Greenhouse Gas Reduction Plan, Open Space Management Program, Forest Management Plan, Urban Water Management Plan, and Emergency Response Planning; interprets related permits and other environmental documents, as well as developing compliance assurance plans and inspection procedures.
- Serves as liaison with appropriate federal, state, regional, county, and city agencies as needed; provides staff support to the City Council, Council subcommittees, City Manager and applicable Commissions and Committees, including preparing materials and making presentations; develops recommendations for policies, laws, ordinances, resolutions and programs related to Department activities.
- Attends and participates in professional and community meetings; stays current on issues relative to the fields within the Environmental Services Department purview, and related service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.
- Performs other related duties as assigned.

REQUIREMENTS

Knowledge of: Principles, practices, regulations, and methods related to environmental stewardship and sustainability programs, including urban forestry, creek and watershed management, solid waste and storm water management and energy efficiency, conservation and renewable generation programs; applicable parks, city buildings/facilities and natural resources operations, maintenance and capital improvements; applicable recreation and community activities; applicable streets and central garage activities; applicable water and wastewater systems, including environmental compliance activities and certified laboratory operations; applicable geographical information system activities, including digital analysis and mapping support for a variety of citywide functions; administrative principles and practices, including goal setting, program and work plan development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision; organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration; public sector budget development and administration; principles and practices of contract and grant management; modern office methods, practices, procedures, and equipment including computer hardware and software necessary for work functions, including engineering design and project tracking, word processing, spreadsheet, and database applications; English usage, grammar, spelling, vocabulary, and punctuation; principles and practices of records management; techniques for dealing effectively with those contacted in the course of work, both in person and on the telephone.

Ability to: Provide administrative and professional leadership and direction for the Department; develop, implement and administer goals, objectives and procedures effectively and efficiently; plan and organize, direct and coordinate the work of management, supervisory, professional, technical and administrative support

personnel; delegate authority and responsibility; select, supervise, train and evaluate staff; identify and respond to community and City Council issues, concerns and needs; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze and evaluate new service delivery methods, procedures and techniques; prepare and administer large and complex budgets; allocate limited resources in a cost effective manner; interpret and apply policies, procedures, laws, codes, standards and regulations pertaining to Department programs and functions; operate computer systems and applications in relation to work functions; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

OTHER REQUIREMENTS

- Possess a valid California Drivers' License.
- Possess a commitment to understand and support diversity and inclusion in the workplace.
- Be willing to attend meetings after normal work hours as necessary.
- Be willing to work extended hours as necessary to complete assigned projects.
- Be willing to travel for trainings and/or meetings.
- Current or expired certifications or licenses that show extensive knowledge and fluency in any one or a combination of the fields of oversight is highly desired, including those related to forestry, water, wastewater, stormwater, environmental stewardship, parks, recreation or natural resources.

PHYSICAL REQUIREMENTS

Work is generally performed in both a general office and field environment. Must be able to perform the physical aspects of the job, including sitting for periods of time, operating standard office equipment, including a computer; inspecting City project sites, including traversing uneven terrain; operating a motor vehicle; hearing and speech to communicate in person and over the telephone; lift, push, pull, and carry up to 50 lbs.; working at heights up to 15 feet; occasionally working outside in varying weather conditions, with occasional exposure to dust, pollen and heavy equipment.

EXPERIENCE AND TRAINING

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:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental sciences, parks recreation and natural resources management, public administration or a related field, and at least seven (7) years progressively responsible professional experience involving a combination of environmental programs, water/wastewater services, parks/open spaces, recreation, and streets operations, preferably in a municipal setting; including at least five (5) years related supervisory and budgetary experience.

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