

Adopted: July, 2008 Revised: _____

Class Title: Manager of Environmental Protection Programs

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Under the direction of the City Manager, establishes a collaborative city-wide effort to integrate environmental sustainability into municipal operations using a set of conservation and sustainability policies. Develops and recommends public policies and administers program to protect and preserve the City’s natural resources, ensures the City fully and actively participates in the Green Government Initiative, including but not limited to leading efforts that promote energy efficiency, green buildings, integrated waste management, water conservation, improved air quality and overall achievement of an environmental-friendly City.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Works with departments across the City to develop a plan of coordinated efforts to reduce energy and water use, promote cleaner air and water, reduce the use of the automobile and/or use of cleaner alternative fuel sources and related air pollution prevention measures.
2	S	Synthesizes complex and technical information in order to develop innovative solutions and recommendations that are practical and achievable ways of conserving energy and water and improving air quality.
3	S	Assists in the evaluation of capital projects to ensure the City builds to LEED standards to the extent practical..
4	S	Obtains participation and manages public outreach and communication to and with residents, businesses and civic organizations to encourage energy conservation and environmental protection.
5	S	Engenders increased awareness by the community of climate change and actions they can undertake through promotion, education and programs sponsored by the City.
6	S	Ensures regulatory compliance with the federal and state governments by developing and maintaining a City-wide environmental legislative database and sharing best practices from across the world.
7	S	Leads the City through the Virginia Green Government Challenge and develops and executes, upon City Council adoption, an action plan to lead to the Norfolk’s certification as a “Green Government”
8	S	Encourages and develops connectivity between the City’s environmental quality and economic vitality. Works with the Department of Development to promote development that reduces adverse effects on ecology and the City’s natural resources.

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Physical Strength Code		ESSENTIAL FUNCTIONS
9	S	Ensures environmental quality and understands environmental linkages when decisions are made regarding redevelopment, particularly industrial and maritime commercial business development, land use, transportation, energy, water, indoor and outdoor air quality and economic development.
10	S	Acts as a city-wide adviser to ensure the City includes long-term and cumulative impacts in its decision making and works to protect the natural beauty of Norfolk for future generations by protecting the quality of air, water, land and other natural resources and conserving native vegetation, fish, wildlife habitat and other ecosystems.
11	S	Identifies the need and designs City programs to minimize human impacts on local and worldwide ecosystems

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor’s degree in environmental or public health, engineering, public or business administration.
Experience	Six to eight years experience in progressively responsible positions, including at least three years at a policy development level.
Certifications and Other Requirements	Valid driver’s license; must establish Norfolk residency within six months of appointment.
Reading	Work requires the ability to read and interpret applicable governmental regulatory laws and directives and materials associated with capital projects to ensure compliance with LEED standards
Math	Work requires the ability to analyze and develop practical cost effective energy conservation programs.
Writing	Work requires the ability to conduct research and analysis; write proposals, action plans, recommendations, and reports; designs City programs to minimize human impacts on local and worldwide ecosystems; ability to make presentations to individuals and groups of diverse ages and composition; ability to develop brochures and other materials for training programs or public presentations.
Managerial	Managerial responsibilities include planning and implementing forestry programs, various projects, and public events.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees/ the position normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the City requires exercising participative management skills that support team efforts and quality processes Works with individuals within and outside the City and various federal and state agencies. Meetings and discussions may be conducted with the general public; skill in effectively communicating with the general public sometimes in adverse situations.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Making presentations and speaking to various groups
Sitting	F	Computer, desk work, driving, meetings
Walking	F	Construction sites, inspections
Lifting	O	Office supplies, presentation materials, manuals
Carrying	O	Office supplies, presentation materials, manuals
Pushing/Pulling	N	
Reaching	O	Retrieving items from shelves
Handling	F	Papers, office supplies, manuals
Fine Dexterity	F	Computer keyboard, calculator
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	O	Retrieving items from shelves
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, driving
Hearing	C	Staff, supervisor, citizens, meetings, telephones
Talking	F	Staff, supervisor, citizens, meetings, telephone
Foot Controls	F	Driving
Other (specify)		

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, calculator, telephone, computer, vehicle, scanner, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

N/A

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)