

Adopted: September 2001 , Revised: _____

Class Title: Environmental Services Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Plans, organizes and directs environmental and coastal zone programs of the environmental services bureau. Responsible for providing city response and coordination for a variety of environmental issues, opportunities, planning efforts and initiatives. Serves as departmental team leader to ensure customer focus, continuous process and staff improvement and utilization of innovative technology.

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	Manages environmental programs, initiatives and plans by maintaining compliance with laws, regulations and acts, enforcing local codes, monitoring and interpreting regulatory requirements, providing city response to environmental issues and projects, and participating in local and regional environmental coordination committees and initiatives.
2	S	Performs supervisory duties by ensuring staff competencies, allocating staff resources, serving as department team leader for city's staffing and organizational redesign effort, serving as team leader to department's smart permitting initiative, serving on the department's management team, assisting division staff with troubleshooting system problems, and liaison with the department of information technology.
3	S	Maintains administrative functions by developing policy recommendations and staff reports, seeking program improvements, maintaining local compliance and consistency with State-mandated programs, conducting public hearings, evaluating technology usage, selection, and budget decisions, seeking technological solutions for departmental operations, directing issuance of summons, testifying in court, responding to various constituencies, pursuing environmental recognition and award opportunities, and performing education and outreach on environmental issues.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Five years experience.
Certifications and Other Requirements	Valid Driver’s License, Erosion and Sediment Control Administrator, Special Police Officer Commission
Reading	Work requires the ability to read professional journals, legal documents, codes, construction and engineering plans, and technical manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistics.
Writing	Work requires the ability to write policies and procedures, various reports, correspondence, and grant proposals.
Managerial	Managerial responsibilities include developing and overseeing projects.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
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	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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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	F	Presentations, performing inspections, filing
Sitting	F	Computer, desk work, driving, meetings
Walking	F	Inter-office, to/from meetings, site inspections
Lifting	O	File boxes, equipment, slide screen, projectors, camera, pager
Carrying	O	File boxes, equipment, slide screen, projectors, camera, pager
Pushing/Pulling	O	Projector, equipment cart, filing cabinet drawers, chairs
Reaching	F	Telephone, files
Handling	F	File boxes, paperwork, equipment, slide screen, projectors
Fine Dexterity	F	Computer keyboard, telephone keypad, writing, calculator
Kneeling	R	Retrieving files
Crouching	R	Operating office equipment, retrieving files
Crawling	N	
Bending	O	Operating office equipment, retrieving files
Twisting	O	Operating office equipment, retrieving files
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, performing inspections
Hearing	C	Staff, supervisor, property owners, developers, contractors, presentations, meetings, telephone
Talking	F	Staff, supervisor, property owners, developers, contractors, presentations, meetings, telephone
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vehicles, audio visual equipment, calculator, engineer scale, telephone, pager, camera, copy machine, fax machine, computer, Standard Microsoft Windows and Office software, laser or inkjet printer, ArcView, HTE, Photo Recall, Microsoft Project, LaserFiche

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	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	M
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:

Hard hat

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
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	R
Noisy/Distracting Environment	N
Other (see 3 below)	N

- (3)