



City of Pacific Grove
Established Date: 12/18/2013

ENVIRONMENTAL PROGRAMS MANAGER

SUMMARY: Under general supervision, manages the staff and activities of the City environmental programs; prepares regulatory compliance reports, and ensures compliance with local, state, and federal environmental regulations for control of water quality and discharge into the waters of the State and other environmental issues.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans, manages, reviews, and evaluates the City's mandated environmental programs; ensures compliance with state and federal regulations and regional requirements and standards.
- Exercises independent judgment within broad policy guidelines; evaluates environmental issues, and develops solutions; reviews operational trends, and identifies corrective strategies.
- Manages programs for pollution prevention and management of stormwater and wastewater discharges, including implementation of National Pollutant Discharge Elimination System (NPDES) permit program, and Areas of Special Biological Significance (ASBS) standards and plans.
- Monitors surface and storm water flows in order to manage the flow of surface water; documents past and current surface and stormwater conditions, and forecasts future ecologic control and pollution abatement issues; ensures effective communication of water resource issues.
- Conducts studies and investigations to identify methods to prevent, mitigate, and eliminate environmental problems; researches and analyzes multiple data sources, including Geographic Information Systems (GIS), water quality and flow, watershed, and a variety of environmental assessments; compiles data and generates status reports, plans, and recommendations.
- Prepares regulatory compliance reports, planning documents, and proposals for municipal regulations.
- Manages staff, and assigns tasks, projects, and priorities; ensures that assignments are defined and achieved; evaluates staff performance; ensures that quality and safety standards are met; develops staff skills and training plans; meets regularly with staff to discuss and resolve priorities, workload, resource allocation, customer service, budgets, and technical issues.
- Coordinates City environmental programs with citizens' groups, advisory boards and commissions, and other state and regional environmental agencies; mediates meetings with multiple stakeholders, and facilitates and negotiates solutions; interprets and explains Federal, state and City environmental policies, procedures, rules and regulations.
- Evaluates program operations, and develops recommendations for program improvements.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Biology, Environmental Science, Civil or Environmental Engineering, Urban Planning, or related science field; AND five years of experience with environmental and water resource programs; OR an equivalent combination of education, training, and experience. Master's Degree preferred.

Knowledge of:

- City policies and procedures.
- State and Federal laws governing water and environmental resources, including the Clean Water Act, California Environmental Quality Act, and other state and regional water quality control requirements.
- Physical and biological science standards and guidelines used in environmental quality controls.
- Basic principles and techniques of engineering and surface water site evaluations.
- Environmental research, field survey protocols, and statistical evaluation principles and methods.
- Techniques of investigating, inspecting, and resolving water resource issues.
- Principles and practices for management of projects, contracts, grants, and technical records.
- Safe work practices, occupational hazards, and safety precautions in public facilities.
- Local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Using initiative and independent judgment within established procedural guidelines.
- Analyzing technical issues, evaluating alternatives, and making recommendations based on findings.
- Interpreting and applying relevant State and Federal statutes, codes, rules, and regulations.
- Inspecting, testing, investigating, and analyzing water and environmental resource issues.
- Data collection, qualitative and quantitative analysis, and making appropriate recommendations.
- Identifying problems and recommending solutions.
- Working effectively with others to develop solutions to environmental issues.
- Establishing and maintaining effective working relationships with co-workers, public officials, and representatives from other local, State, and Federal agencies.
- Managing staff, delegating tasks and authority, and training to improve staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing a variety of business and specialized engineering software.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment and in external environments.