CLASS SPECIFICATION
Environmental Services Director

FLSA Status: Exempt
Union Representation: Nonrepresented/All Bureau Directors hired after December 31, 2000 are exempt from Civil Service

GENERAL PURPOSE

Under general policy direction, plans, organizes and directs the activities of the Environmental Services Bureau; plans, directs and integrates the programs, operations and personnel associated with the City's wastewater collection, treatment and disposal systems; provides expert professional assistance and guidance to City officials and managers on environmental protection and wastewater management issues; represents the City in meetings with community, business and professional organizations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for managing, directing and integrating broad, comprehensive environmental protection programs and services for the City to protect public health and ensure water quality. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion and are evaluated in terms of overall program and cost effectiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Environmental Services Bureau; with subordinate managers, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the biennial bureau budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of bureau managers and their assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Works closely with the City's elected leadership in setting and carrying out the City's vision, mission and objectives for the Environmental Services Bureau; provides leadership and works with bureau managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's

mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment; provides leadership and promotes process and service improvement through the City's Service Improvement Initiative and other programs and activities.

4. Directs the collection, treatment and disposal of the City's storm water and wastewater in compliance with federal, state and local laws and regulations.

5. Directs the development and implementation of initiatives, policies and programs to enhance public awareness of the City's water pollution and environmental protection issues, challenges and goals.

6. Addresses civic groups and other groups regarding bureau activities and programs; meets with other bureau heads to coordinate bureau activities that cross bureau lines of control; meets with community representatives to convey and receive information regarding bureau activities.

7. Participates in meetings, conferences, conventions and other professional forums to keep abreast of water pollution and wastewater treatment and disposal methods and trends.

8. Assesses regional, service area, community and public needs and ensures bureau objectives and priorities are focused on meeting those needs effectively, efficiently and with high-quality service and results.

9. Directs and oversees the preparation of analyses and recommendations regarding policy issues and long-range plans to address service area needs; advises and counsels the City Council regarding policy issues to meet community and public needs; advises and assists the City Council in identifying, articulating and implementing policies and programs.

10. Interprets City Council instructions and requests; makes interpretations of City ordinances, policies and applicable laws and regulations to ensure bureau compliance.

11. Directs and oversees the analysis of proposed legislation and regulation; directs and participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the City's interests and needs; serves as the City's chief representative in dealings with other industry and governmental agencies, professional organizations and elected officials.

12. Directs the improvement of management systems, processes and measurement techniques to improve bureau operations and effectiveness.

13. Directs the development and implementation of a long-range technology plan for the bureau.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of organization design and development, public administration, public financing, financial management and long-range planning as they apply to a large, complex public utility.

2. Principles, practices and techniques involved in the construction, maintenance and operation of a large, complex storm water and wastewater collection, treatment and disposal system.

3. Federal, state and local laws, regulations and court decisions applicable to a wastewater collection and treatment system.
4. Bureau functions and associated management, financial and public policy issues.
5. Principles and practices of budgeting, purchasing and maintenance of public records.
6. Social, political and environmental issues influencing program/project development and implementation.
7. Research methods and analysis techniques.
8. Principles and practices of effective human resource management and supervision.
9. Principles and practices of sound business communications.

Ability to:

1. Analyze and make sound recommendations on complex management and administrative issues.
2. Plan, organize and direct the operations of a large, complex wastewater collection and treatment system.
3. Understand, interpret, explain and apply City policy and procedures.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings;.
5. Represent the City effectively in negotiations.
6. Establish and ensure compliance with appropriate procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
8. Exercise sound, expert independent judgment within broad general policy guidelines.
9. Establish and maintain effective working relationships with elected officials, City executives and managers, other elected and appointed governmental officials, industry and business executives, professional and community groups, consultants, developers, employees, media representatives and the public.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from a four-year college or university with a major in civil engineering, public or business administration, or a closely related field; and at least ten years of progressively responsible executive or management experience in the operation and maintenance of a large, complex public utility; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

2018 ENVIRONMENTAL SERVICES DIRECTOR. Adopted: 07-01-90; Revised: 07-01-92

June 2009 - Change Job Class number from 7040 to 30000419, due to system change.