

**CLASS SPECIFICATION**  
**Environmental Compliance Manager**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, plans, organizes and directs the programs, activities and personnel of the Environmental Compliance Division; develops and implements policies, programs and procedures to achieve bureau goals and ensure bureau compliance with all federal, state and local laws and requirements, including environmental permits and relevant City Code, related to water quality and other applicable regulated environmental issues; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single-incumbent class is responsible for program development, planning, coordinating and directing activities and staff engaged in carrying out programs and regulations which ensure bureau-wide compliance with all federal, state and local laws and requirements, including environmental permits and relevant City Code, related to water quality and applicable regulated issues. The incumbent in this class responds to inquiries and issues raised by external regulatory agencies concerning operations, responsibilities, and/or activities of the bureau. The work of this class is complex and involves significant accountability and decision-making responsibilities.

**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. Manages, oversees and directs the activities of the Environmental Compliance Division; manages and directs the development of and implementation of programs designed to directly improve water quality, public health and safety by ensuring compliance with all environmental permits and relevant City codes; develops and approves division policies, work plans and budgets; oversees the development and implementation of the City's multiple stormwater and wastewater permits.
2. Plans, organizes, controls, integrates and evaluates the work of the Environmental Compliance Division; with subordinate managers, supervisors, and professional staff; develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the division 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; develops, monitors, and forecasts the division budget; develops and establishes priorities for inclusion of program proposals as part of the bureau's operating or capital improvement program budgets; prepares savings plan reports.
3. Plans, organizes, directs and evaluates the performance of assigned supervisors and 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; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

4. Provides leadership and works with supervisors 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.
5. Through subordinate managers, oversees the City's environmental enforcement program to ensure City Code provisions and requirements are consistently and equitably applied; represents BES at code hearings, regarding appeals of code violations; conducts non-compliance meetings with City staff, dischargers, and legal counsel. Research, mediate, advise, and resolve technical, sensitive, and/or controversial issues and concerns for internal and external stakeholders and customers.
6. Interprets, analyzes, and oversees development and revisions of applicable City Code provisions and administrative rules related to protection of City's stormwater and sanitary assets.
7. Researches and analyzes local, state and federal laws and regulations to determine applicability to and effect on BES program development and implementation; reviews planning documents, technical journals and papers for applicability to bureau-wide activities and projects; reviews and evaluates impact of federal and state standards and requirements on City permits; confers with bureau and division staff to discuss systems and processes needed to comply with requirements; ensures via reporting mechanisms that program standards are maintained in compliance with applicable laws and regulations; confers with collection system managers and wastewater treatment plant managers to establish and maintain systems to decrease the impact of discharges on the City collection system and treatment plant.
8. Directs the response to inquiries and issues raised by external regulatory agencies concerning operations, responsibilities, and/or activities of the bureau; may assemble bureau senior managers and seek guidance from legal counsel to determine needed actions and/or appropriate response to issues..
9. Evaluates the effectiveness of the division's programs and processes; works with group manager to provide direction and assistance to subordinate managers and staff for work process and organization improvements; develop and implement new programs, initiatives or regulations that will contribute to division goal accomplishment.
10. Working with the group manager, coordinates policy and program development and implementation issues with other City bureaus to ensure program goals are achieved within the context of City-wide planning and BES programs.
11. Develops strategies for positive communications between various City bureaus for effective delivery of services and positive working relationships; participates on and works with a team of group and division managers to develop oversight plans and practices to guide the work of the bureau and its divisions.

12. Directs the improvement of management systems and processes to improve division operations and effectiveness.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Advanced principles, practices and methods of program, administrative and organizational analysis.
2. Stormwater and wastewater permitting and management, environmental planning and design principles, practices, current trends, regulations, standards and laws applicable to protections of natural resources.
3. Local, state and federal laws, codes, regulations, permit standards and guidelines pertaining to the work.
4. Public involvement process and methods of organizing and conducting effective public meetings.
5. Information technology and computer capabilities applicable to functional responsibilities.
6. City functions and associated management, financial and public policy issues.
7. Social, political and environmental issues influencing program/project development and implementation.
8. Principles and practices of public administration, including budgeting, financial planning, purchasing and the maintenance of public records.
9. Research methods and analysis techniques.
10. Principles and practices of sound business communication.
11. Operation of standard business software.
12. Principles and practices of effective management and supervision.
13. Principles and techniques of enforcement of environmental regulations including civil and criminal enforcement.

### **Ability to:**

1. Plan, schedule and direct the activities of those supervised as well as other governmental entities to complete integrated phases of program implementation.
2. Understand, interpret and apply federal, state and city laws, codes, standards, and natural resource planning and design concepts and practices applicable to the area of specialization.
3. Interpret City Code and state and federal regulations and provide direction to subordinate managers and staff in ensuring effective implementation throughout the bureau.

4. Conduct research, analyze and prepare studies of developments and trends, legislative and regulatory initiatives and mandates, public attitudes and concerns relating to environmental compliance.
5. Manage and direct programs regulating the public and protection of natural resources including, spill response, storm water, and pollution prevention programs.
6. Prepare and interpret planning documents, code and policy proposals, regulations and complex technical documents.
7. Communicate complex technical matters to non-technical individuals, including making presentations to community organizations.
8. Interact effectively, engage in problem solving and team building, conduct negotiations, and partner with citizens, community groups and contractors.
9. Establish and maintain effective working relationships with bureau managers, staff, representatives of other governmental and private sector representatives, and City bureaus and others encountered in the course of work.
10. Establish and maintain effective working relationships with those encountered in the course of the work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in environmental science, environmental engineering, biology, chemistry, or a related field; and seven years of progressively responsible administrative and supervisory experience in environmental compliance; or an equivalent combination of training and experience. A graduate degree in a relevant field is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

**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.

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**Class History:**

Adopted: 09/26/10 (approved by ordinance 11/02/11)

Revised: