City of Portland Job Code: 30001735

CLASS SPECIFICATION Environmental Investigations Manager

FLSA Status: Exempt Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes and directs the programs, activities and personnel of the Environmental Investigations Division; develops and implements policies, programs and procedures to achieve bureau goals and ensure compliance with all federal, state and local laws and requirements regarding environmental sample collection, analysis, monitoring, investigation, data collection and data management and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-incumbent class is responsible for program development, planning, coordinating and directing all activities and staff engaged in carrying out programs and regulations regarding environmental sample collection, analysis, monitoring, investigation, data collection and data management. Oversees environmental, technical and scientific programs involving complex, specialized, detailed, comprehensive investigative environmental work, which includes monitoring design and implementation, design and collection of field samples of various media types and circumstances, highly accurate laboratory analysis of collected samples, and compilation, development, interpretation, and action recommendation of results. 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 Investigations Division; manages and directs the development of and implementation of programs designed to provide environmental sample collection, analysis, monitoring, investigation, data collection and data management; develops and approves division policies, work plans and budgets.
- 2. Plans, organizes, controls, integrates and evaluates the work of the Environmental Investigations 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.
- 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. Researches and analyzes local, state and federal laws and regulations to determine applicability to and effect on 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 activities and programs conducted by division; confers with bureau and division staff to discuss systems and processes to comply with requirements; ensures through reporting mechanisms that program standards are maintained in compliance with applicable laws and regulations.
- 6. 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; integrates large projects with various components to ensure coordination of efforts.
- 7. 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.
- 8. 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.
- 9. 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; provides answers and followup for inquiries from customers of services provided by division.
- 10. Directs the improvement of management systems and processes to improve division operations and effectiveness, including billing and charge-back systems.

Other Duties:

- 1. May be assigned special projects in various technical, engineering and/or administrative areas.
- 2. May be assigned facility, equipment, and automation projects for Pollution Prevention Group.
- 3. May provide environmental engineering assessment of monitoring needs or of other issues and/or provide broad environmental assessment for bureau decision making.

4. Participates in various state and citywide advisory committees.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Management, design, and operational principles, practices, materials, costs, construction techniques, current trends, regulations, standards and equipment applicable to environmental management and the collection of environmental data for technical and policy decision making.
- 2. Administration, planning, organization principles and program planning techniques.
- 3. Administrative principles and methods including goal setting, program development and implementation.
- 4. Safety and environmental regulations, laws and practices governing operational activities and related potential employee, citizen and environmental effects and their mitigation.
- 5. Budget, personnel, cost control and administrative practices and policies.
- 6. Information technology and computer capabilities applicable to functional responsibilities.
- 7. Principles and practices of effective human resources management and supervision.
- 8. Principles and practices of building maintenance and operation.

Ability to:

- 1. Manage and direct the activities of subordinate managers and supervisors.
- 2. Understand, interpret and apply federal, state and city laws, codes, standards, and specifications applicable to the area of specialization.
- 3. Interpret codes, regulations and complex technical documents.
- 4. Communicate scientific and technical matters to non-technical individuals, including policy makers.
- 5. Interact effectively, engage in problem solving and team building, conduct negotiations, and partner with citizens, community groups and contractors.
- 6. Establish and maintain effective working relationships with a diverse workforce, the public and professional community.
- 7. Select, motivate and evaluate staff and provide for their training and development.
- 8. Prepare, administer and monitor a division budget.
- 9. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
- 10. Develop and implement goals, objectives, policies, procedures, work standards and management controls.

- 11. Prepare and oversee the development of clear and concise records, reports, correspondence and other written materials.
- 12. Communicate ideas clearly and concisely both orally and in writing.
- 13. Exercise independent judgment and initiative within general policy guidelines.

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 engineering, environmental engineering, biology, chemistry, environmental science or a related field; and seven years of progressively responsible administrative and supervisory experience in environmental monitoring and investigation; 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.

Class History:

Adopted: 11/10/11

Revised: