

**CLASS SPECIFICATION**  
**Watershed Services Group Manager**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, plans, organizes, coordinates and directs the programs, activities and personnel of the Bureau of Environmental Services' Watershed Services Group, including the Watershed, Sustainable Stormwater, and Science/Fish/Wildlife Divisions; directs the research and preparation of a variety of studies and reports related to developing and implementing facility and watershed management plans, programs and regulations to ensure compliance with relevant local, state and federal laws and regulations; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single-position class is responsible for planning, organizing and directing the programs and activities of the Bureau of Environmental Services' Watershed Services Group. The incumbent is responsible for formulating and developing assigned divisions' goals and objectives as related to the bureau's overall goals and for directing day-to-day activities of the assigned divisions. Responsibilities and assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature. The work of this class 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. Plans, organizes, controls, integrates and evaluates the work of the assigned divisions; with subordinate managers, develops, implements and monitors work plans to achieve group mission, goals and performance measures; directs the development of and monitors performance against the group 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 assigned managers 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.
3. Provides leadership and works with 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.

4. Prepares a variety of special and recurring studies and reports; develops recommendations to improve the management of the City's facilities and watersheds and ensure compliance with relevant environmental laws and regulations.
5. Ensures the development and implementation of programs, policies and guidelines pertaining to the restoration and protection of the City's watersheds, in compliance with state and federal laws and regulations.
6. Researches and monitors technical developments in areas of assigned responsibilities.
7. Prepares and submits required regulatory reports to state and federal environmental agencies.
8. Directs the improvement of management systems, processes and measurement techniques to improve division operations and effectiveness.
9. Ensures the City's safety program and goals are implemented and carried out in the assigned areas of responsibility; develops and proposes safety requirements.
10. Provides technical assistance to staff.
11. Confers with and advises City staff, other public agencies and community groups on matters pertaining to the assigned areas of responsibility.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Federal and state environmental laws and regulations.
2. Applicable federal, state and local laws, regulations and policies.
3. Federal and state environmental protection processes and authority.
4. Principles and practices of budgeting.
5. Records management requirements and procedures.
6. Principles and practices of effective human resources management and supervision.
7. Computer applications related to the work.

### **Ability to:**

1. Analyze complex technical and operational issues and problems, evaluate alternatives and reach sound conclusions and recommendations for action and improvement.
2. Understand, interpret, explain and apply local, state and federal environmental protection requirements.

3. Establish and maintain effective working relationships with City management, employees, regulatory agency officials, consultants and contractors, employees and others encountered in the course of 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 major in environmental science, civil engineering, public or business administration, or a closely related field; and at least 10 years of progressively responsible watershed or environmental management experience, at least five years of which were at a management level; or an equivalent combination of training and experience.

**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: 07-01-02  
Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):  
2012 SENIOR ENVIRONMENTAL SERVICES MANAGER. Adopted: 01-19-82;  
Revised: 05-15-84, 06-01-91, 07-01-92
- Revised: 07-01-05 (Changed title from Environmental Services Planning Group Manager to Watershed Services Group Manager.)  
08-01-10 Minor revisions to update classification.
- June 2009 - Change Job Class number from 7605 to 30000660, due to system change.