

CLASS SPECIFICATION
Biosolids/Reuse Program Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, manages and directs the development, implementation and administration of the biosolids and reclaimed effluent program; plans and monitors performance against program goals and objectives and assures program results; ensures compliance with federal and state biosolids and reclaimed effluent laws and regulations; leads and participates in efforts to build program support and participation with internal and external program stakeholders; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is responsible for planning, implementing and evaluating all aspects of the Bureau of Environmental Services biosolids and reclaimed effluent reuse programs, including permitting, inspection, monitoring, record keeping, reporting, public relations and education, which is significant to the bureau's mission and of substantial impact and visibility. The incumbent manages and directs the work of program and contract staff and is accountable for attaining program results while actively engaging in efforts to build program support and coordinate program activities with internal and external program stakeholders. Work requires a high level of niche expertise and formal programs/project experience and competencies, together with excellent analytical and communication skills and comprehensive knowledge of applicable environmental regulations. Work entails the application of extensive technical program knowledge and experience difficult to acquire through general study and/or research within a relatively short period of time, and such knowledge is therefore highly desirable prior to appointment.

The incumbent is responsible for ensuring the operations and activities of the biosolids and reclaimed effluent programs are carried out in compliance with federal and state laws and regulations and serves in a key advisory role in the formulation of state, regional and national environmental policy and regulations that appreciably affect the City's environmental policy and strategy. The incumbent maintains effective working relationships with regulatory agencies and community and environmental groups.

Responsibilities and assignments are narrow in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature. This class requires considerable knowledge and experience in scientific, engineering, planning and environmental regulatory disciplines.

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 biosolids and reclaimed effluent program; develops, implements and monitors work plans to achieve City or bureau program goals and

performance measures; develops and monitors performance against program budget; manages and directs the development and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau program 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 staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports 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. Manages City biosolids and reclaimed effluent programs; formulates overall program goals and researches, develops and implements program or project plans to meet goals and service objectives; develops, recommends and manages program budget, features and metrics; develops and implements or recommends associated program policies and operating and administrative procedures; identifies and recommends solutions to program resource needs and requirements; develops an annual work program and calendar; plans, organizes, implements and evaluates work activities to meet established overall program or project goals and objectives; analyzes alternative methods or processes to meet program and service delivery goals, including conducting cost benefit and resource requirement analyses; ensures program compliance with all applicable City and outside agency requirements.
5. Identifies public and private resources to support biosolids and reclaimed effluent program objectives; supervises the development of proposal and funding applications; supervises and participates in drafting requests for proposal, including defining scope of work; evaluates proposals and selects successful bidders; prepares required ordinances and other related reports; administers contracts for services and monitors work to ensure contract requirements are met.
6. Evaluates the effectiveness of program activities and makes or recommends program modifications; monitors conformance with program budget and other City/grantor requirements; prepares narrative, graphical and statistical program performance reports and recommendations.
7. Supervises and participates in program outreach and promotional activities, including development of information and outreach materials brochures, professional exhibits and other displays and slides and in planning and conducting outreach and educational programs and events.
8. Serves as a niche expert program resource; provides training and technical assistance to City and other agency staff; creates and interprets program policies and associated regulations; represents the bureau in meetings with outside agencies regarding program issues.
9. Performs legislative and policy analyses of complex issues with potentially significant impact on biosolids and reclaimed effluent operations and other assigned topics and/or funding; formulates approaches and courses of action to address issues identified.

10. Evaluates impacts of federal and state standards, policies and requirements on biosolids and reclaimed effluent programs; confers with bureau Wastewater Group staff to discuss processes to comply with requirements; confers with industrial source control staff to establish and maintain means for limiting contaminants of concern to wastewater operations, effluent use or disposal.
11. Confers and maintain constructive relationships with regulatory agency representatives to resolve technical and compliance issues and communicate program activities and objectives; meets with contract biosolids haulers and applicators to promote compliance; solicits input from interested groups and individuals regarding biosolids and reclaimed effluent issues; represents the City at public meetings and hearings and provides testimony before legislative bodies and committees.
12. Ensures operations and biosolids and reclaimed effluent products are aligned with regulatory standards, documented and reported to regulatory agencies.
13. Serves as the bureau contact during audits and inspections of the biosolids and reclaimed effluent regulatory compliance; coordinates the bureau's response in regulatory action with environmental agencies.
14. Conducts internal compliance audits, surveys or reviews, reporting to bureau managers and appropriate agencies their programs' compliance status with federal, state and local regulatory requirements; recommends corrective action to change or improve procedures and bureau, division, unit or staff performance; maintains records of audits and compliance reports.
15. Prepares and makes presentations; briefs elected officials and City staff regarding major biosolids and reclaimed effluent issues, findings or concerns; makes recommendations regarding environmental issues, programs and funding requirements to bureau managers and the director.
16. Consults with the commissioner in charge, City attorney, bureau managers, governmental entities and industry on environmental issues affecting the bureau.
17. Evaluates consultant proposals and qualifications and recommends consultant selection; administers consultant contracts.
18. Reviews and researches federal, state and local laws, regulations, rules, compliance orders and court decisions relating to environmental protection issues; writes interpretations and recommends changes in enforcement or compliance procedures and policy needed to comply with environmental regulations.

OTHER DUTIES

1. Oversees and monitors BES contracting for biosolids transport and land application and other professional, technical and expert services to ensure compliance with City purchasing and contracting rules and requirements; assists project managers with contracting matters; responds to protests from unsuccessful bidders; develops bureau contracting policies and procedures to ensure conformance with Citywide standards; reports on contracting activities.
2. Oversees the preparation of annual DEQ and EPA reports, land application site authorization requests, solids spilled response plan revisions, biosolids land application plans, and EPA sludge-only permitting.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and methods of program, administrative and organizational analysis.
2. Principles, practices, tools and techniques of program/project planning and management.
3. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
4. Principles, practices and methods of budget development and management.
5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Principles and practices of public outreach and involvement, including biosolids and reclaimed effluent marketing principles and practices.
7. Methods and techniques for community organizing and partnership building.
8. Principles and practices of sound business communication.
9. Principles, practices and techniques of group process facilitation and conflict resolution.
10. Principles and practices of effective management and supervision.
11. City human resources policies and labor contract provisions.
12. Advanced principles, theories, methods and techniques of natural resources management and environmental protection.
13. Local, state and federal laws and regulations pertaining to the work.
14. Codes, regulations and guidelines pertaining to the work.

Ability to:

1. Plan, organize, manage and direct a variety of complex program functions and activities to achieve program goals and objectives.
2. Analyze difficult and complex program, administrative, operational and organizational objectives and issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
3. Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.
4. Coordinates program activities with multiple stakeholders and facilitate development of partnerships and multi-agency agreements.
5. Apply sound, creative problem-solving techniques to resolve difficult program issues and problems.

6. Understand, interpret, explained and apply laws, regulations, ordinances and policies applicable to program/project responsibilities.
7. Understand, interpret and respond to internal and external customer needs and expectations.
8. Prepare clear, concise and comprehensive reports, records, correspondence and other documents appropriate to the audience.
9. Present conclusions and recommendations clearly, logically and persuasively to both internal and external program/project stakeholders.
10. Ensure the maintenance of all required files, records and documentation.
11. Exercise independent judgment and initiative within established guidelines.
12. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
13. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other agencies, the public and others encountered in the course of work.
14. Select, motivate and evaluate staff and provide for their training and development.
15. Prepare, administer and monitor a division budget.
16. Develop and implement goals, objectives, policies, procedures, work standards and management controls.

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, chemistry, soil science, agronomy, bacteriology, public or business administration, or a closely related field; and five years of professional experience in biosolids management and environmental protection; 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.

Class History:

Adopted: 07-01-02

Revised:

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

3359 PUBLIC WORKS PROJECT MANAGER Adopted: 07-01-92

June 2009 - Change Job Class number from 7628 to 30000671, due to system change.