

City of Portland

CLASS SPECIFICATION
ENVIRONMENTAL SUPERVISOR

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to a Manager or other management-level position. Under general direction, responsible for supervising environmental programs and activities related to specific organizational unit, ensuring various activities related to environmental programs and functions are performed by subordinate staff.

Responsibilities include: supervising the workload of the organizational unit; developing, implementing, and coordinating environmental programs, projects, and activities; ensure compliance of environmental regulations and policies; providing leadership, direction, and support to staff; overseeing staff functions to ensure achievement of unit goals and objectives; assisting in development and administration of unit budget.

DISTINGUISHING CHARACTERISTICS

Environmental Supervisor is a single supervisory-level classification.

Environmental Supervisor is distinguished from the Supervisor series in that the former provides oversight for technical environmental programs and functions, and supervises staff engaged in environmental compliance and regulatory programs and projects.

Environmental Supervisor is distinguished from the Manager series in that the latter has greater responsibility for ensuring policy and program implementation, requires less oversight, and has more independent authority to make decisions with a high consequence of error.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Recruit, hire, schedule, assign work to, and supervise environmental unit staff, including technical and non-technical employees, casual/seasonal employees, and interns.
2. Develop job tasks and responsibilities, performance requirements and personal development targets for staff; provide instruction for performance improvement and development; provide education and training; assign and monitor staff work plans; organize and lead staff meetings; evaluate performance and complete annual performance reviews; recommend discipline as necessary.
3. Lead, direct, and provide assistance to unit; create a positive and supportive work environment; enforce workplace safety.
4. Plan, develop, analyze, implement, and administer unit environmental policies, programs, projects, and tasks, coordinating with other organizational units, Bureaus/Offices, and other governmental agencies.
5. Ensure that critical environmental programs and tasks are maintained or completed, and that tasks and duties assigned to staff are achieved within schedule and budget, or are progressing as scheduled.

6. Develop and monitor environmental unit performance and identify opportunities for improvement; analyze program data; oversee development of new tasks and responsibilities for programs and projects.
7. Assist in development and administration of unit budget; forecast resources; perform cost analyses of programs, tasks, and staff.
8. Communicate the status of environmental policies, programs, projects, and tasks to management and other units; provide outreach and communication to various stakeholders; make recommendations and adjustments.
9. Prepare, review, and oversee contracts and intergovernmental agreements; approve invoices; monitor compliance.
10. Review, analyze, and ensure compliance with pertinent City, state, and federal policies, laws, statutes, codes, and regulations, particularly those related to water and/or the environment.
11. Enforce applicable rules, standards, codes, policies and procedures related to environmental regulations and guidelines.
12. Create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.

Specific Duties:

In addition to General Duties, the incumbent may perform a combination of some or all of the following position-specific duties.

1. Assist in the management of operations, maintenance, and support of the City's water supply and distribution systems and infrastructure through use of various computer, mechanical, and electrical systems.
2. Oversee the water quality and treatment systems and associated facilities maintained by the City, including water treatment plants and water quality inspection programs.
3. Supervise City groundwater, wastewater, and stormwater system programs, plans, facilities, operations and maintenance.
4. Participate in the planning, organization, and management of the City's watershed services; plan, implement, and monitor technical watershed programs and projects; support sewer system needs.
5. Direct and supervise storm sewer and sewage disposal systems; maintain associated permits and manuals; control combined sewer overflows; maintain sewer system infrastructure and conveyance.
6. Assist in pollution monitoring and prevention and environmental conservation; manage industrial and commercial wastewater pretreatment; mitigate water system discharges, contaminations, and spills.
7. Perform and supervise environmental investigations and assessments of City water and environmental systems and infrastructure, including Portland Harbor and contaminated City properties.
8. Participate in design, construction, and maintenance of existing or new water system infrastructure and capital improvement projects; review building and land use plans, city codes, and permits.
9. Coordinate, develop, and submit compliance reports to regulatory agencies.
10. Analyze rates and evaluate fee revenues; assess penalties and system charges.

SUPERVISION RECEIVED AND EXERCISED

The work of this class is performed under general direction and oversight by a Manager or other management-level position.

Directly supervises a minimum of four (4) employees, including professional, technical, and non-technical staff.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of the principles and practices of leadership, current business communication, public administration, program evaluation, budget administration, and fields related to the mission and purpose of the unit and Bureau/Office.
2. Knowledge of principles and standards of employee supervision, including training, scheduling, and performance evaluation.
3. Knowledge of principles and practices of environmental science, natural resource or public agency utility management and administration, including systems, facilities, maintenance, and operation.
4. Knowledge of relevant City, state, and federal policies, laws, statutes, codes, and regulations relating to water and/or environmental quality, protection, and safety, along with the ability to interpret and apply them.
5. Ability to supervise water and environmental programs and projects.
6. Ability to communicate effectively, both verbally and in writing; present information, reports, and recommendations clearly and persuasively, and communicate technical topics to technical and non-technical audiences.
7. Ability to establish and maintain effective working relationships with management, unit staff, staff of other Bureaus/Offices, representatives of other governmental agencies, the public, and others encountered in the course of work.
8. Ability to demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
9. Ability to make independent, logical, and informed decisions within established policies and procedures that influence the daily operations of the unit and work of staff.
10. Ability to utilize City-specific technology and general office software.
11. Ability to work with a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Course work from an accredited college or university in natural resource or utility management, environmental science, biological or physical science, engineering, planning, or related field;

AND

Experience: Five (5) years progressively responsible experience developing, implementing, and managing water and environmental programs, projects and/or functions, including at least one (1) year of experience in a supervisory role;

OR

Equivalent combination of training and experience.

Special Requirements and/or Qualifications:

Specific licensure or certification in the appropriate field may be required for certain positions.

A valid state driver's license may be required for certain positions.

Preferred Qualifications:

Bachelor's Degree from an accredited college or university with major course work in natural resource or utility management, environmental science, biological or physical science, planning, engineering, business or public administration, or related field.

Experience working for a public agency.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Nonrepresented

FLSA Status: Exempt

HISTORY

Revision Dates: