

City of Portland

CLASS SPECIFICATION
ENVIRONMENTAL MANAGER

PAY GRADE: 59
CLASS CODE: 30003052
EFFECTIVE: January 15, 2021

CLASSIFICATION SUMMARY

Under the general direction of management, responsible for managing environmental programs, projects, and activities related to an environmental organizational unit, ensuring various activities related to environmental programs and functions are performed by subordinate staff.

Responsibilities include: planning, implementation, monitoring, and reporting of specific environmental programs or activities; supervising the workload of the organizational unit; ensuring compliance of environmental regulations and policies; providing leadership, direction, and support to staff; overseeing staff functions to ensure achievement of unit goals and objectives; reviewing and approving vendor and professional contracts; managing budget allocations.

DISTINGUISHING CHARACTERISTICS

Environmental Manager is distinguished from the Manager 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.

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. Represent the Bureau/Office in conducting presentations at public meetings, community outreach, providing assistance to City Council, and responding to sensitive citizen and media questions, feedback, and requests for information.
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. Plan, organize, and supervise the work of staff, including developing and implementing work plans to achieve unit mission, goals, and performance measures.
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. Oversee, develop, and administer budget, including forecasting resources; monitor budget to actual revenues and expenditures and suggest adjustments; manage quarterly and annual budget update processes.
6. 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.
7. Prepare and present narrative and statistical program performance reports and recommendations to

supervisors, management, and executive-level positions.

8. Provide guidance to staff preparing, reviewing, and overseeing contracts and intergovernmental agreements; approve invoices; monitor compliance.
9. 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.
10. Review and analyze city regulations and policies in terms of impact on Bureau goals and strategic plan and make recommendations for improvements; work with other bureau experts in development of code, policy and regulations related to unit.
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; encourage a culture of workplace safety.

Specific Duties:

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

1. Coordinate with regulatory agencies and direct Bureau/Office response to regulatory issues; manage environmental investigations and assessments of City systems and infrastructure, including contaminated City properties.
2. 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.
3. Oversee the water quality and treatment systems and associated facilities maintained by the City, including water treatment plants and water quality inspection programs.
4. Develop and oversee City watershed, groundwater, wastewater, and stormwater system programs, plans, facilities, operations and maintenance.
5. Direct the planning, organization, and management of the City's watershed services; plan, implement, and monitor technical watershed programs and projects; support sewer system needs.
6. Manage restoration, maintenance, and improvement projects; oversee acquisition, sale, and negotiations related to real property.
7. Negotiate and manage public and private partnerships to pursue the City's strategic environmental goals.
8. Direct and supervise storm sewer and sewage disposal systems; maintain associated permits and manuals; control combined sewer overflows; maintain sewer system infrastructure and conveyance.
9. Develop and oversee programs for pollution monitoring and prevention and environmental conservation; manage industrial and commercial wastewater pretreatment; provide direction to mitigate water system discharges, contaminations, and spills.
10. Develop and oversee programs for sampling of the drinking water watershed, groundwater and distribution system.
11. Oversee programs of environmental investigations and assessments of City water and environmental systems and infrastructure, including Portland Harbor and contaminated City properties.
12. 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.
13. Oversee coordination, development, and submission of compliance reports to regulatory agencies.
14. 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 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, operational and strategic planning, current business communication, public administration, program evaluation, budget preparation and 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 apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
6. Ability to develop, administer and supervise water and environmental programs and projects.
7. 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; present information, proposals, and recommendations clearly and persuasively in public settings
8. 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.
9. Ability to demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
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: 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, 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:

Graduate degree from an accredited college or university with major course work in biological, environmental, or physical science.

Experience working for a public agency.

Bargaining Unit: Nonrepresented

FLSA Status: Exempt

HISTORY

Established 12/13/2018 as Environmental Supervisor

Revision Dates: 1/15/2021 - Clarified duties and responsibilities, changed title, changed pay grade