

CITY OF SOLANA BEACH
ENVIRONMENTAL PROGRAMS
MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, plans, organizes , coordinates, implements, administers and manages the inspection, enforcement, pollution prevention, monitoring and data management activities of the storm water program in accordance with federal, state, and local laws and National Pollutant Discharge Elimination System (NPDES) permits; and oversees solid waste, recycling and household hazardous waste collection programs in the City. Performs related duties and responsibilities as assigned.

CLASS CHARACTERISTICS

The Environmental Programs Manager works under the general direction of the City Engineer/Director of Public Works. Employee must work independently. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Environmental Specialist by its supervisory responsibilities and level of expertise and experience in a particular or specialized field.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Plan, organize and administer the permitting, monitoring, inspection, enforcement, pollution prevention, and data management activities of the Storm Water program in accordance with federal, state and local laws and the NPDES permit.
2. Manage the City's franchise for solid waste and recycling. Oversee household hazardous waste collection program. Ensure compliance with federal, state, and local regulations in regards to solid waste, recycling, and household hazardous waste. Educate the public on these programs. Interact with the public, staff, regulatory agencies, contractors, and elected officials as necessary.
3. Coordinate the investigation of storm water run-off, industry related storm water quality, and water quality problems, complaints and violations of NPDES and storm water regulations; initiate and conduct site visits and communicate with property owners and recommend solutions and/or mitigation measures; coordinate preparation of violation notices as necessary.

4. Develop and implement the City Storm Water Education Program; provide information to the public on storm water regulations and Best Management Practices (BMPs); coordinate with other departments and the Resource Conservation District to provide educational materials and compliance training of City staff.
5. Assists or facilitates meetings with staff members, encourages input, problem-solving and implementation of procedures.
6. Works with staff from other departments to encourage community compliance with storm water regulations and conduct research or investigations to solve environmental problems.
7. Uses independent judgment to select appropriate sampling techniques to collect water runoff samples and performs basic field testing of storm water, wastewater and other environmental discharges; makes initial determination of potential pollutants and need for further laboratory testing; keeps detailed documentation of activities, analysis and field observations.
8. Conducts follow-up investigations and abatement procedures as needed and determined by reported violations, laboratory analysis or visual observations; records and documents details of investigations, including preparation of correspondence, site visits and communication with property owners.
9. Responds to complaints and inquiries regarding solid waste and HHW issues; coordinates solid waste and HHW complaints, programs and functions with the appropriate agency representative; assists with the administration of City solid waste and HHW activities; assists and/or conducts community workshops educating the public regarding pollution prevention techniques and responsibilities.
10. Conducts and represents the City at regional and local meetings related to environmental issues and makes presentations to public interest groups, City personnel and others as directed.
11. Assists in the creation of storm water, solid waste and HHW related public relations materials, such as websites, fliers, and pamphlets; and acts as the public information contact regarding storm water program issues.
12. Reviews technical reports and scientific documents and studies; prepares summary analysis of reports for review by supervisors, as needed.
13. Prepares written reports, memoranda and correspondence to community, City Council and regulatory agencies.
14. Assists with the implementation and review of Best Management Practices (BMPs) at commercial, residential and construction sites.
15. Maintains files and records, and makes records available for audit by regulatory agencies, as directed.
16. Utilizes Geographic Information Systems software to conduct non-point source investigations, track urban runoff, and/or develop monitoring programs.
17. Collaborates with outside agencies to develop methods, procedures, processes and/or

programs that impact environmental conditions.

- 18. Assists with or manages consultant contracts related to environmental programs.
- 19. Provides vacation and temporary relief as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- ◆ Equivalent to a Bachelor’s degree from an accredited college or university with a major course work in Environmental Studies or a related field; course work in Geographic Information Systems is desirable.

Experience:

- ◆ One year of experience working with a municipality and/or regulatory agency in the development and implementation of environmental-related programs, NPDES, and storm water programs; one or more years in the collection and analysis of water sampling, non-point source investigations, environmental program management, presentation of statistical data and regulatory compliance, and with regulations issued by the Regional Water Quality Control Board, is highly desirable.

Knowledge and Abilities

Knowledge of:

- ◆ Modern principles and practices of chemistry, biology, microbiology or environmental protection applicable to storm water, wastewater, hazardous materials or waste, or industrial wastes.
- ◆ Applicable federal, state and local codes, laws, regulations and ordinances relating to storm water and/or environmental protection issues, including orders issued by the San Diego Regional Water Quality Control Board.
- ◆ Regional environmental issues, including municipal storm water pollution prevention responsibilities.
- ◆ Bioassessment methods for pollutant detection in storm water runoff or other wastes and their effect on storm water and environmental protection.
- ◆ Proper use of water monitoring, sampling and testing equipment and techniques.
- ◆ ArcView software and/or other GIS software programs.
- ◆ Proper principals, methods, and practices of public relations.

- ◆ Methods to interpret and explain laboratory analysis related to water sampling and environmental reports.
- ◆ Impact of pollution on the environment.

Ability to:

- ◆ Interpret and apply federal, state, and local laws, codes, regulations, ordinances, policies, procedures, and standards pertaining to municipal government and environmental issues.
- ◆ Use a computer and various related software programs, including the ability to create, read and utilize Microsoft Excel, PowerPoint and Word files and learn, interpret and utilize GIS software programs to track environmental data and computerized mapping systems.
- ◆ Collect, analyze and interpret technical and scientific data and reach sound conclusions.
- ◆ Investigate complaints/incidents involving storm water and other environmental issues.
- ◆ Prepare clear and concise administrative and financial reports.
- ◆ Conduct field studies, including the ability to scale hillsides, stand in knee-deep ocean, river and stream water to collect runoff samples.
- ◆ Utilize and comprehend contemporary monitoring equipment and field test kits.
- ◆ Establish and maintain effective working relationships with those contacted in the course of work.
- ◆ Record descriptive visual observations in the performance of collecting samples, including the odor, appearance and observed environmental conditions.

Special Requirements

- ◆ Possession of a valid Class "C" California driver's license with a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- ◆ Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.

- ◆ **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- ◆ **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, and sit, stand, walk for prolonged periods of time; perform repetitive motions including the ability to climb, balance, stoop, kneel, crouch, crawl, reach, walk, drive, push, pull, lift, grasp, feel, talk, and smell.
- ◆ **Vision:** Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- ◆ **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- ◆ **Environment:** Normal office setting with some travel to attend meetings or conduct site investigations. Incumbents may be required to work at both indoor and outdoor environments; individuals may be exposed to noise, dust and inclement weather conditions.
- ◆ **Other factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Date Adopted:

[City of Solana Beach](#)
[Associated Benefits](#)