GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for the oversight and management of the Environmental Services Division of the Engineering Department. Reports to the Assistant Director of Engineering.

ESSENTIAL JOB FUNCTIONS

Responsible for the overall management and development of Environmental Management System (EMS) programs to reduce the environmental impact for City land, water and air uses; monitors, reviews and assesses the progress of EMS program development and coordinates activities to improve environmental performance. Oversees environmental permitting processes for the City, monitors regulatory requirements and initiates strategic planning recommendations for City management review. Guides EMS teams in the application of strategies for risk/crisis avoidance and identifies cost saving opportunities.

Responsible for the effective supervision and administration of the Environmental Services Division including budget preparation and monitoring; development of capital improvement plans; purchasing and financial transactions; preparation of reports; prioritizing and assigning work, performance management, employee relations, and related activities.

Provides analysis and guidance on current or proposed regulations in any environmental area involving water, air, and land quality, pollution prevention, recycling, and remediation/abatement. Researches regulations and serves as a liaison with a variety of state and federal regulatory agencies, academic institutions or other organizations that may provide information, research, or guidance for EMS program development and implementation. Serves as the EMS technical expert to City departments and provides input for maintaining the Citywide Sustainability Initiative.

Utilizes City-wide training resources to coordinate availability and continuity of City-wide training on EMS and other environmental issues. Serves as an EMS training advocate and ensures appropriate and timely communication and education to employees and citizens in response to environmental issues. Participates on committee to develop and maintain the Citywide Sustainability Initiative and acts as technical advisor for environmental quality issues; keeps abreast of current and future issues and trends.

Performs other duties as assigned.
PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- **Environmental Management** - Thorough knowledge of the scientific principles involved with environmental systems affecting land, water and air usage to include pollution control, environmental health and safety, and applicable federal, state and local regulations. Knowledge of technology solutions for environmental management, control, remediation, and sustainability. Knowledge of hazardous chemicals and materials.
- **Project Management** - Comprehensive knowledge of organizing, planning, coordinating, managing and directing administrative functions, planning processes and technology projects.
- **Supervision** - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

REQUIRED SKILLS

- **Judgment/Decision Making** – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.
- **Technology** – Utilizes personal computer applications to include database administration, word processing, spreadsheet, complex predictive models, and project manager software.

REQUIRED ABILITIES

- **Coordination of Work** – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- **Communication** – Excellent ability to communicate complex ideas and proposals effectively including the preparation of engineering plans and specifications, reports, agendas, and policies. Ability to listen and understand information and ideas being presented verbally and in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- **Financial Management** – Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

EDUCATION AND EXPERIENCE

Requires a Bachelor’s Degree in Civil Engineering, Environmental or Earth Sciences or a closely related field and 5 - 7 years of experience with environmental systems management along with 2 - 3 years of supervisory experience, or an equivalent combination of education and experience.
ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver’s license with acceptable driving record.

Must possess and maintain certification as an Erosion and Sediment Control Combined Administrator from the Virginia Department of Conservation and Recreation (VDCR).

ENVIRONMENTAL HAZARDS

The job may risk exposure to extreme heat and/or cold, wet or humid conditions, noise, fumes, odors, moving machinery, electrical shock, and toxic or caustic chemicals.

PHYSICAL AND DEXTERITY REQUIREMENTS

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and routine keyboard operations.

SENSORY REQUIREMENTS

The job requires normal visual acuity, field of vision, hearing, and speaking.