



GENERAL MANAGER ENVIRONMENTAL SERVICES

DEFINITION

Under administrative direction, plan, organize, the City's solid waste, recycling, water conservation and manage other environmental services programs as assigned.

SUPERVISION EXERCISED

Exercises direct supervision over the Solid Waste and Wastewater Departments including the pre-treatment, collections, wastewater treatment plant, and groundwater monitoring operations.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Ensures that the City is in compliance with state laws and requirements regarding recycling and water conservation goals and other assigned environmental programs.
2. Oversees compliance efforts related to the NPDES Permit mandates.
3. Manages environmental compliance activities related to solid waste franchise agreements, including industrial regulations, solid waste recycling, and State diversion requirements.
4. Prepare or supervise the preparation of the departmental budgets; review, analyze and compile budgets of various programs and divisions; provide justification for items; review and approve expenditure requests; monitor and reconcile budget variances.
5. Train, supervise, evaluate, motivate and discipline subordinate personnel; recommend training programs.
6. Supports the relationship between the City of Barstow and the general public by demonstrating courteous behavior when interacting with visitors, the public and City staff; maintains confidentiality or work-related issues and City information.
7. Oversee, develop and monitor departmental short-term and long-term objectives, performance measures, outcomes and strategic plans.
8. Conduct or direct complex studies pertaining to a variety of administrative and operational issues and/or concerns; advise City Manager of findings, make recommendations for improvement and prepare written reports.

9. Direct and coordinate the financial and analytical operations of the department, which may include, budgeting, fiscal control, accounting, purchasing, grant preparation and analysis and contract negotiation and administration.
10. Oversee and conduct departmental financial and operational audits to ensure department's operational and financial efficiency and effectiveness.
11. Manages environmental compliance activities related to solid waste franchise agreements, including industrial regulations, solid waste recycling and State diversion requirements.
12. Resolve Council/resident issues as related to wastewater operations.
13. Plan, organize and direct the activities of a sanitary sewer collection, treatment and disposal system and support systems.
14. Develops requests for proposals and contract documents for City environmental programs and projects; coordinates and oversees projects and work assignments involving vendors and consultants.
15. Prepares plans, reports and other documents pertaining to the City's waste management and NPDES activities; develops policies and procedures; develops and monitors program budget.
16. Forecast revenues and monitor departmental expenditures; monitor and make recommendations for cost recovery strategies.
17. Performs other duties as required or assigned

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

1. Principles, practices, methods, materials, equipment and techniques used in the operation and maintenance of a conventional Water Treatment plant and related facilities.
2. Principles and practices of public utilities administration; including, accounting purchasing, contracting and maintenance of public records.
3. Review, monitor and report in accordance with appropriate local, state and federal guidelines and laws.
4. Principles and practices of planning organization, administration, budget and personnel management.
5. Principles and objectives of laboratory analysis for water treatment and process control.
6. Principles and practices of grants management and administration.

7. Principles and practice of project management.
8. Principles, practices and methods of budget development and management.

Ability and Skill to:

1. Analyze difficult and complex administrative, financial, operational and organizational objectives and issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Select, supervise and evaluate department staff.
3. Collect, evaluate and interpret appropriate data, either in statistical or narrative form.
4. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
5. Understand, interpret and respond to internal and external customer needs and expectations.
6. Using initiative, discretion and judgment within established procedures, guidelines and rules.
7. Managing situations requiring diplomacy, fairness, firmness and sound judgement.
8. Interpreting and applying City, state and federal codes, laws and regulations regarding solid waste management, recycling and water conservation.
9. Establishing and maintaining cooperative working relationships with City Council, City Manager, City Clerk, managers, supervisors, employees, businesses, contractors, consultants, external public and private agencies and the general public.
10. Communicating effectively, both verbally and in writing.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities, and skills is qualifying. A typical way to obtain the qualifications would be:

- Bachelor's Degree in Environmental Studies or a closely related field; AND
- Four (4) years of increasingly responsible professional experience performing solid waste, recycling, water conservation and Wastewater Treatment Plant experience, including two (2) years of supervisory experience; OR
- An equivalent combination of education, training and experience.

LICENSE OR CERTIFICATE

- Possession of a valid Class C California Driver's License. Be able to obtain a valid Class B California Driver's License within twelve (12) months of appointment to the position.
- Possession of a California Wastewater Treatment Operator IV Certificate. Grade V is highly desirable.
- Possession of a California Water Environmental Association Collection System Maintenance II Certificate.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Essential job functions and A.D.A. requirements include:

- Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in fleet maintenance operations.
- Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.
- Ability to prepare reports, perform mathematical calculations and sort / file documents using Microsoft applications
- Ability to sit, stand and walk for two hours at a time.
- Ability to lift up to 50 pounds.
- Ability to get from one location to another in the course of doing business.
- Ability to work outdoors in all weather conditions including hot with extreme sun exposure, cold and wet.