

**ENVIRONMENTAL SERVICES OPERATIONS MANAGER**

Salary Range 22: (Management Salary Schedule)

**DEFINITION**

Under general direction, plans, organizes, directs, supervises and administers the activities of the Environmental Services, Park and Landscape Divisions within the Public Services Department; provides expertise and oversight in program elements for the organization; coordinates section activities with other divisions or departments; provides technical support and highly complex assistance to the Public Services Director and others; performs a variety of professional and technical level tasks relative to assigned areas of responsibility; performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a single-position management level classification responsible for managing the programs and activities of the Environmental Services, Park, and Landscape Divisions. The incumbent is responsible and accountable for accomplishing department/division goals, and for furthering City goals and objectives within general policy guidelines.

**SUPERVISION RECEIVED AND EXERCISED**

The incumbent reports directly to the Director of Public Services or designee and directly supervises assigned professional, technical, and administrative staff.

**EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES**

Duties may include, but are not limited to the following:

- Plans, organizes, supervises, and manages the activities of staff in the Environmental Services, Park, and Landscape Divisions.
- Develops, implements, and manages CEQA/NEPA programs and processes for the City.
- Participates in the development and administration of the department budget.
- Coordinates the selection and acquisition of materials/equipment; authorizes capital purchases; prepares bid specifications for applicable division projects; directs the ordering of supplies and materials.
- Plans, coordinates, and supervises a comprehensive preventive maintenance program for assigned divisions.
- Monitors compliance with various inspection and reporting requirements.
- Interprets, applies, and advises staff of provisions of laws, rules, and regulations related to division matters.
- Develops policies, procedures, standards, and ordinances to ensure compliance with applicable laws and regulations.
- Coordinates Environmental Services, Park, and Landscape Divisions activities with other divisions, departments, governmental agencies, and outside organizations as appropriate.

- Monitors the training of employees in applicable work procedures, standards, and safety practices, and reviews work in progress or upon completion for compliance with standards.
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action.
- Manages, reviews, and approves employee work schedules, overtime, vacation, sick leave, and time cards.
- Participates in Public Services management, staff, and safety meetings and works with managers and staff to resolve policy, procedural, or operational issues.
- Prepares and maintains a variety of records, reports, and correspondence related to division activities.
- Attends and/or makes presentations at council, interagency, committee, and other meetings and conferences.
- Acts on behalf of the Director when needed

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Principles and practices of managing and administering environmental and open space areas, and park and landscape repair and maintenance
- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management, and supervision
- Organizational and management practices as applied to the analysis, evaluation, and development of programs, policies, and operational needs
- Pertinent federal, state and local rules, regulations and laws
- Principles and practices of safety management and training
- Occupational hazards and standard safety precautions necessary in the workplace
- Principles and practices of CEQA/NEPA and environmental planning and development
- Advanced principles and practices of urban and natural resource planning and development
- Statistical research methods and sources of information related to urban growth and development, land use, transportation, communications and public utility systems
- Recent developments, current literature and sources of information related to environmental/municipal planning and administration
- Methods and techniques of effective project management, contract administration, and technical report preparation and presentation
- Principles and practices of personnel management, supervision, training, and performance evaluation
- Modern office practices and technology, including personal computer hardware and software
- English usage, spelling, grammar and punctuation

**Ability to:**

- Plan, organize, assign, manage, review, and evaluate the activities and programs within the Environmental Services, Park, and Landscape Divisions
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Coordinate division activities with other City departments and agencies as required
- Read, interpret and apply technical written materials and applicable laws, rules and regulations
- Plan, organize and implement maintenance, repair and replacement programs applicable to Environmental Services, Park, and Landscape Divisions
- Prepare specifications and requests for proposals
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to division activities
- Prepare and administer a departmental budget
- Establish and maintain effective working relationships with those contacted in the course of the work
- Use computer technology and applications in the performance of daily activities
- Prepare and present clear, concise, and logical written and oral reports
- Ensure project compliance with federal, state, and local rules, laws and regulations
- Supervise, hire, train, and evaluate professional, technical, and administrative staff
- Interpret and apply City and Department policies, procedures, rules and regulations
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

**Minimum Qualifications**

A typical way of gaining the knowledge and skills outlined above is:

A bachelor's degree or higher from an accredited four-year college or university in geology, engineering, industrial hygiene, environmental science, chemistry, biology, public administration, business administration, construction technology or a closely related field, and five (5) years of increasingly responsible professional experience in environmental services, and/or parks and landscape maintenance, including at least two (2) years of supervisory experience.

**GENERAL QUALIFICATIONS**

**License Requirements:**

A valid California Class C license or higher is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

**Physical Requirements:**

Incumbents appointed to this class must have the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; intermittently operate a motor vehicle on surface streets with occasional exposure to weather conditions, and construction and traffic hazards; mobility to traverse uneven terrain, periodically standing,

stooping, bending, climbing and kneeling to perform fieldwork; intermittently sit at desk for long periods of time; lift light to moderately heavy weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; manual dexterity to operate small equipment, tools and standard office equipment and supplies, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.