

CITY OF SIMI VALLEY

DEPUTY PUBLIC WORKS DIRECTOR (ENVIRONMENTAL COMPLIANCE)

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.

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises and coordinates the activities and operations of the Environmental Compliance Division within the Public Works Department including pretreatment and industrial waste, water conservation, stormwater management and hazardous materials programs; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director.

REPRESENTATIVE 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. Assume management responsibility for assigned services and activities of the Environmental Compliance Division including pretreatment, storm water, water conservation and hazardous materials programs.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for program and inspection staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Prepare annual, semi-annual, and quarterly pretreatment program, hazardous waste, and industrial stormwater compliance reports to state, federal and regional agencies.
6. Interpret, define and direct implementation of technical policy to staff.
7. Review and evaluate gas leak remediation efforts and determine measures to expedite clean-up and reduce costs.
8. Develop, implement, plan or participate in special environmental projects.
9. Represent the City to the Ventura County Hazardous Waste Management Advisory Committee and the Ventura County Stormwater Quality Management Committee; develop and implement a hazardous waste and stormwater management plan for Ventura County.
10. Interact with regulatory agencies regarding compliance issues in the pretreatment, stormwater, water conservation and hazardous materials programs.
11. Select, train, motivate and evaluate program and inspection personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Manage and administer maintenance contracts and consulting; review consultant work to ensure compliance with specifications; inspect quality of work; recommend modifications; process payment requests.

13. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
14. Serve as the liaison for the Environmental Compliance Division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
15. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
16. Provide responsible staff assistance to the Public Works Director.
17. Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to Environmental Compliance division programs, policies and procedures as appropriate; hire, coordinate, review and monitor the work of consulting and technical staff contracted by the City for technical support and environmental remediation work.
18. Research, apply for, and oversee environmental grants for the City.
19. Attend and participate in professional group meetings; stay abreast of new trends, regulations and innovations in the field of environmental policy.
20. Evaluate and forecast the City's environmental regulation needs; write, interpret and explain the City's environmental ordinances; explain, justify and defend environmental compliance programs, policies and activities; negotiate and resolve sensitive and controversial environmental issues.
21. Respond to and resolve difficult and sensitive citizen inquiries and complaints; monitor resolution of issues.
22. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services and activities of environmental compliance programs.
Principles and practices of environmental compliance and program management.
Pretreatment, stormwater, water conservation and hazardous materials technology, standards and enforcement procedures.
Principles and practices of program development and administration.
Methods and techniques of environmental compliance report writing for local, state and federal agencies.
Environmental regulations, referral agencies and mechanisms of response activity.
Principles and practices of municipal budget preparation and administration.
Standard office procedures, methods and equipment including computers and applicable software applications.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of a comprehensive environmental compliance program.
Organize and direct broad scope analytical, technical, scientific, environmental and administrative projects or programs.
Communicate complex and politically sensitive environmental policy issues.
Respond to hazardous materials incidents within the City and provide support to federal, state and county emergency personnel during larger incidents.
Oversee, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.
Participate in the development and administration of division goals, objectives and procedures.
Write, interpret and explain City environmental ordinances that pertain to the division.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply federal, state and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science or a related field.

Experience:

Five years of increasingly responsible environmental compliance experience including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a Grade IV Environmental Compliance Inspector certificate is desirable.

Possession of a Hazardous Materials Management certificate is desirable.

Possession of a Municipal Separate Stormwater Sewer System Specialist certificate is desirable.

Possession of a Water Use Efficiency Practitioner certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions 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 the essential job functions.

Environment: Standard office setting; occasional field environment including traveling from site to site.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Adopted: February 2006

Revised: April 2009, July 2016