

**CITY OF CAPITOLA  
ENVIRONMENTAL PROJECTS MANAGER**

**DEFINITION**

Under the general direction and oversight of the Public Works Director, the Environmental Projects Manager oversees, monitors, coordinates and manages one or more environmental programs in support of City services and operational activities, such as the storm water program, Soquel Creek Management plan, riparian conservation and enhancement projects, and coordinates with other agencies on programs related to drinking water, and wastewater programs. This position will also manage Public Works improvement projects as directed, collect samples, perform inspections and field and laboratory tests and analysis. Further duties will include performing research and analysis, writing reports, grants, correspondence and a variety of other materials; developing, implementing and administering programs; performing public outreach regarding assigned programs; and, performing other related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives executive direction from the Public Works Director.
- May exercise functional and technical supervision over assigned staff.
- Bargaining Unit: Mid-Management – FLSA Exempt

**DISTINGUISHING CHARACTERISTICS**

The ***Environmental Projects Manager*** is a journey-level classification responsible for a variety of environmental programs and projects in support of City services and operational activities. The incumbent oversees daily program operations, and assists in reviewing the work performance of contractors.

**ESSENTIAL DUTIES & RESPONSIBILITIES** *(May include, but are not limited to: )*

Manages, oversees, monitors, conducts and coordinates one or more environmental programs and Public Works projects in support of City services and operational activities, such as the storm water program, Soquel Creek Management plan, riparian conservation and enhancement project, and coordinates with other agencies on programs related to drinking water, and wastewater programs.

Develops and implements City programs, including those involving storm water quality, watershed and water resource management; develops and implements and evaluates goals, objectives, policies and priorities for assigned projects and service areas; ensures that established goals and priorities are achieved.

Stays current with, interprets and applies federal, state and local regulations, codes and ordinances related to area of assignment, such as the Clean Water Act, Permitting for Soquel Creek Management Plan, California Environmental Quality Act, federal and California Endangered Species Acts, the National Environment Protection Act, National Pollutant Discharge Elimination System Program (NPDES), and other regulations related to groundwater and wastewater, storm water quality, waste management.

Develops and maintains environmental monitoring and reporting programs; notes compliance violations and assists with remediation efforts; conducts field studies; may coordinate the performance of a variety of laboratory and field chemical, biological and bacteriological analyses to determine compliance with state and federal agency requirements; performs statistical analyses; adheres to quality assurance programs for all monitoring including laboratory analysis and instrumentation as well as field methods and instrumentation.

Prepares, organizes and maintains comprehensive databases, records and technical reports, correspondence, requests for proposals, contracts for professional services, brochures, advertisements, posters, and other materials; develops educational materials; writes and monitors grants. Compiles statistics; organizes and analyzes data.

Acts as liaison with government officials, businesses, private landowners, the public and other City staff; provides public outreach and education; makes presentations; serves as a technical resource; responds to questions and inquiries; coordinates pertinent information, resources and work teams necessary for accomplishing tasks; works closely with other departments and outside groups and agencies to coordinate plans for proposed projects and to respond to their concerns. May coordinate the work of volunteers and interns.

Participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level personnel; assists in the development or revision of policies, ordinances and codes relating to assigned duties; implements those policies and procedures.

Participates in the review of environmental and planning documents, environmental monitoring reports, biological assessments, environmental impact reports and permit applications.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge:**

- Principles, practices, and terminology of environmental programs related to the area of assignment.
- Applicable federal and state laws, codes, and regulations.
- Natural resource management.
- Basic statistics.
- Methods and techniques for record keeping and report preparation and writing.
- Office practices, methods and equipment, including using a computer for word processing and spreadsheets.
- Principles and practices of program development, administration, and evaluation.
- Nonpoint source water pollution and erosion control/sedimentation best management practices.

#### **The following apply for all positions except for those assigned to Water Resources:**

- Methods and techniques of budget development and monitoring.
- Grant writing and administration.

#### **Abilities:**

- Oversee, plan, organize, conduct, coordinate, and implement projects and programs.
- Learn more complex principles, practices, techniques, and regulations pertaining to assigned duties.
- Implement, explain, and apply applicable laws, codes, and regulations.
- Analyze and interpret large sets of laboratory, field, and/or statistical data.
- Perform mathematical calculations.
- Write and compile effective technical and administrative reports.
- Read, interpret, and record data accurately.
- Read and interpret maps, sketches, drawings, specifications and technical manuals.
- Adjust standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Participate in the establishment of section, division, and/or department goals, objectives and methods for evaluating achievement and performance levels.
- Assist with budget development and monitoring.
- Plan, organize, and direct work of assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Follow written and oral directions.
- Work independently, as well as in a team context.
- Observe safety principles and work in a safe manner.

- Establish and maintain effective working relationships with representatives of community organizations, private landowners, state, federal, and local agencies and associations, City staff, the general public and other stakeholders.
- May safely and effectively operate the tools and equipment used in environmental fieldwork, sampling and/or laboratory testing and analysis.
- May calibrate and maintain environmental sampling and monitoring equipment.
- May collect a variety of samples in the field.

### **OTHER REQUIREMENTS**

Willingness to work occasional evenings and weekends, as assigned. Willingness to attend off-site meetings and training sessions, such as basic health and safety training related to hazardous materials and waste, as required.

### **REQUIRED EDUCATION AND EXPERIENCE**

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses or certificates is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

1. Bachelor's degree in engineering, environmental science, environmental studies, planning or a related field; or
2. Two years of experience in the coordination of environmental programs, environmental compliance programs, or related areas.
3. Possession and continued maintenance of a valid California class C driver's license and a safe driving record.

### **DESIRABLE QUALIFICATIONS**

For Storm Water, California State Water Resource Control Board approved training as defined by the California Storm Water Quality Association (CASQA) for individuals intending to become Qualified SWPPP Practitioners (QSP), or Qualified SWPPP Developers (QSD)

### **ENVIRONMENTAL AND WORKING CONDITIONS**

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires near, far and color vision when collecting and analyzing samples. The need to lift, carry, and push tools, equipment and supplies weighing 25 pounds is also required. Additionally, the incumbent may be exposed to biohazards and a variety of working conditions, including mechanical, electrical and water - related hazards, loud noises when collecting samples and performing field inspections and surveys. The incumbent may work in adverse weather conditions, including wet, heat and cold, when collecting samples or performing inspections. The incumbent may use cleaning and lubricating chemicals or work in an environment that may involve exposure to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and steep slopes. The incumbent may be required to occasionally work evenings and weekends. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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