

DIRECTOR OF ENVIRONMENTAL SERVICES

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under administrative direction, plans, directs, manages, and oversees the activities and operations of the Environmental Services Department including environmental compliance and protection, environmental laboratory, ocean monitoring program, and source control operations; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Assistant General Manager and General Manager; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant General Manager or General Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department head classification that oversees, leads, and participates in all activities of the Environmental Services Department including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Assistant General Manager and General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, OC San functions and activities, including the role of the Board of Directors, and the ability to develop, oversee, and implement interdisciplinary projects and programs. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The position is accountable for accomplishing departmental planning and operational goals and objectives and serves as an advisor and contributor to executive management and Board of Directors on policies, procedures, and major OC San initiatives.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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

- Assumes full management responsibility for all Environmental Services Department programs, services, and activities including environmental compliance and protection, environmental laboratory, ocean monitoring program, and source control operations.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within OC San policy, appropriate service and staffing levels.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department goals, priorities, and performance metrics; works with

employees on performance issues, training and development, and implements discipline and termination procedures.

- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and OC San needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; optimizes organizational structure and staffing levels by monitoring effectiveness of work performed and establishing and evaluating business practices and performance metrics; identifies opportunities for improvement and implements change management strategies.
- Actively engages in succession management, to include leading the department's workforce planning efforts and encouraging staff development through appropriate development activities.
- Participates on an ongoing basis in leadership and management programs to provide positive, constructive leadership and management direction to staff and all levels of the organization.
- Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Provides highly responsible and complex administrative support to the General Manager, Assistant General Manager, and Board of Directors in the areas of environmental services; prepares and presents staff reports and other necessary correspondence; prepares and presents reports on informational and action items to OC San committees and Board of Directors.
- Organizes and directs the source control function responsible for industrial monitoring, permitting, and enforcement of OC San's Wastewater Discharge Ordinance; ensures that wastewater and biosolids meet regulatory requirements; ensures that a high quality of wastewater is produced for reclamation.
- Oversees pollution prevention activities (non-industrial source control) including implementing programs designed to control the discharge from businesses and residences of harmful products such as pharmaceuticals, fats, oils, and grease (FOG), and Emerging Pollutants of Concern.
- Organizes and directs the air quality function responsible for compliance with federal and state air quality requirements; participates in the development and implementation of technologies to reduce health risks to surrounding residents and businesses.
- Supports effective biosolids reuse and water reclamation programs; oversees and participates in the development of related programs and completion of studies; evaluates and integrates study findings and advocates more effective OC San programs to policy makers.
- Directs staff and resources to monitor and improve regional, state, and federal regulations affecting water quality and other environmental issues.
- Oversees operations in OC San's environmental laboratory and ocean monitoring program including monitoring compliance and wastewater operation process controls; ensures the quality and integrity of analytical work performed.
- Represents the Environmental Services Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of environmental services and issues related to the ongoing operation and regulatory compliance requirements of a wastewater district.
- Responds to inquiries in a courteous manner; provides information within the area of assignment; and resolves complaints in an efficient and timely manner.
- Ensures OC San's safety and health programs are implemented and carried out in the assigned department(s).
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Operational characteristics, services, and activities of a comprehensive environmental services program including principles and practices of chemical, physical, and biological laboratory analyses, ocean monitoring, source control, wastewater reclamation and treatment, legislative and regulatory programs, environmental audits, air quality, water quality, biosolids management, and/or permit reporting.
- Quality Assurance/Quality Control (QA/QC) principles and practices related to environmental services.
- Principles and practices of budget and contract preparation and administration.
- Functions, authority, responsibilities, and limitations of an appointed Board of Directors.
- Technical, legal, financial, and public relations problems and risks associated with the management of environmental services programs.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Methods and techniques of research, statistical analysis, and report preparation and presentation.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Environmental Services Department.
- Prepare and administer large and complex budgets; allocate resources in a cost-effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and/or administrative support personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Ensure QA/QC and integrity of sampling, analysis, and reporting.
- Evaluate and integrate study findings and advocate more effective OC San programs to policy makers.
- Respond to and investigate inquiries and complaints and prepare an appropriate response; effectively negotiate and resolve conflict and complex issues within assigned area of responsibility.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of OC San and department goals and objectives.
- Effectively represent the department and OC San in meetings with governmental agencies, community

groups, various business, professional, legal, and regulatory organizations, and in meetings with individuals.

- Prepare or direct the preparation of clear and concise technical, regulatory/compliance, scientific, and related reports and other written materials.
- Independently organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, legal, and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in environmental science, environmental engineering, or a related field.
2. Ten (10) years of progressively responsible experience in wastewater management, environmental science, or a related field, including three (3) years of management and administrative responsibility.

Licenses and/or Certifications:

None.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a laboratory and standard office setting and use laboratory and standard office equipment, including a computer; standing in work areas and walking between work areas is required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Lift, carry, push, and pull materials and objects up to 35 pounds.
- Vision to read printed materials and a computer screen; color vision to identify chemical and biological solvents and substances.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate laboratory and standard office equipment.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- At-Will Employment: This is an “at-will” classification that serves at the pleasure of the General Manager. Employees who serve “at-will” do not serve a probationary period and may be released from employment at any time without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.