

ENVIRONMENTAL PROTECTION MANAGER

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 general direction, directs, manages, supervises, and coordinates the activities and operations of the Resource Protection Division or Environmental Laboratory and Ocean Monitoring Division in the Environmental Services Department; coordinates assigned activities with other units, groups, and outside agencies; provides highly responsible and complex managerial support to the Director; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Department Director. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for managing a division in the Environmental Services Department. The position is responsible for developing and implementing policies and procedures for assigned division, short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other OC San divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management 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 management responsibility for assigned services and activities of the Resource Protection Division responsible for the pretreatment program including industrial permitting, non-industrial source control, and monitoring, inspection, enforcement, and reporting; or the Environmental Laboratory and Ocean Monitoring Division responsible for providing testing services to customers within OC San's service area and conducting monitoring, testing, and compliance reporting on the impacts of OC San's effluent on ocean receiving waters.
- Manages and participates in the development and implementation of goals, objectives, policies, standards, and priorities for assigned programs; recommends and administers policies and procedures, including standard operating procedures; serves as a technical resource in reviewing and approving exceptions to policy.
- Develops, approves, and ensures implementation of master plans, continuous improvement strategies and quality assurance/quality control (QA/QC) practices and procedures.

- 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 reviewing business practices and performance metrics; recommends, within departmental policy, appropriate service and staffing levels.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; selects, trains, and motivates staff; provides policy and procedural guidance and interpretation; evaluates performance, works with employees on performance issues and training and development, and implements discipline and termination procedures.
- Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Develops and manages requests for proposals for professional and/or contracted services; prepares contract specifications and scopes of work; evaluates proposals and recommends award; negotiates contracts; administers contracts and ensures compliance with OC San specifications and service quality and regulatory requirements; approves invoices within signature authority.
- Ensures OC San's compliance with federal, state, and local laws, codes, and regulations governing assigned area(s) of responsibility.
- Implements multiple inter-agency agreements to support assigned programs, studies, and projects.
- Provides policy and technical assistance on resource protection, environmental laboratory, and/or ocean monitoring issues involving sample analyses, theoretical research and design, special projects, method development, and/or compliance determination and reporting.
- Serves as the liaison for the division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues; provides testimony and technical information at administrative hearings.
- Serves as staff on a variety of boards, commissions, and committees; makes presentations to OC San staff, the Board of Directors, governing bodies of other public agencies, regulatory agencies, and the public concerning resource protection programs.
- Prepares reports, guidance documents, memoranda, and related correspondence.
- Provides responsible staff assistance to the Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of resource protection and/or environmental and marine science.
- 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 division(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 pretreatment program including permitting, monitoring, inspection, enforcement, reporting, pollution prevention, and protection of water recycling resources; or environmental sciences laboratory and ocean monitoring programs which include a scientific marine vessel.
- QA/QC principles and practices necessary to manage assigned division.
- Advanced principles and practices of environmental science and assigned area of expertise such as chemical, physical, microbiological, and biological analyses, ocean monitoring, source control, wastewater processes, legislative and regulatory processes, environmental audits, air quality, water quality, and/or biosolids management, ocean environment, and permit reporting.
- Advanced principles and practices of field sampling methods, data measuring and management techniques, statistical testing and analysis, and scientific writing.
- Principles and practices of budget and contract preparation and administration.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- 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 assigned division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Respond to and investigate inquiries and complaints and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility, negotiate and resolve complex issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of division and department goals and objectives.
- Conduct research, analyze and interpret data, draw conclusions, and summarize and present information, reports, and data in an effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the department in meetings with governmental agencies, contractors, vendors, community groups, the public, and various business, professional, regulatory, and legislative organizations.
- Prepare or direct the preparation of clear and concise reports, correspondence, and other written material.
- Operate a motor vehicle and travel to OC San sites, projects, and/or meetings.
- 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 engineering, a science, business or public administration, or a related field.
2. Eight (8) years of increasingly responsible work experience in environmental compliance and regulatory monitoring, wastewater management, environmental protection program, and/or performing advanced physical, chemical, microbiological, and biological preparation and analysis in a laboratory, including two (2) years of progressively more responsible experience as project or technical lead or supervisory experience.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.

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.
- Mobility to work in the field at various OC San sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary access points; ability to operate a motor vehicle to travel to various OC San sites, projects, and/or meetings.
- Lift, carry, push, and pull materials and objects up to 35 pounds.
- When assigned to work on OC San's marine vessel, must be capable of working in wet, unstable conditions, at times while the vessel is under way to the next sampling location.
- Perform light to medium physical work; standing in work areas and walking between work areas, within treatment plants, and in the field and to conduct assigned work.
- Vision to read printed materials and a computer screen; color vision to identify chemical and biological solvents and substances.
- Vision to inspect and operate equipment.
- 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.
- Finger dexterity to operate and repair tools and equipment.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment 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.