

EXHIBIT A

CITY OF EMERYVILLE MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY

CREATED: JUNE 2015

TITLE: ENVIRONMENTAL PROGRAMS SUPERVISOR
FLSA: Exempt

Job Code: XXXX

DEFINITION

Under general direction, directs, manages, supervises, and coordinates the development, implementation and promotion of environmental programs and compliance within the Emeryville community; stays abreast of the changes laws and regulations of environmental resource management and sustainability principles and performs duties relating to the delivery and oversight of programs related to solid waste management, pollution prevention, storm water, mitigation of greenhouse gas emissions, and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director/City Engineer; provides oversight and directs the work of program staff, consultants and volunteers assisting in the promotion and delivery of programs.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent position, where incumbent independently develops and implements environmental-based programs that are varied in breadth and complexity. Duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures in the Environmental Programs Division according to established agency procedures and guidelines. The incumbent is responsible for training and directing the work of assigned staff and providing direction to consultants. This classification is distinguished from that of the Public Works Director, in the latter is responsible for the overall operation of the department.

DUTIES AND RESPONSIBILITIES: *(The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of the duties and responsibilities of the classification.)*

Plans, develops, organizes, and administers environmental programs for the City, including programs that support the City's mission and visions relative to climate protection, solid waste management, transportation, storm water, green building and Bay-Friendly landscapes.

Manage environmental compliance for municipal facilities including Stormwater Pollution Prevention Plans, Spill Prevention Plans, Countermeasure and Control Plans; overseeing and administering hazardous waste storage, handling, disposal, manifesting and fees; writing and updating hazardous materials business plans and CERS database; permitting, testing certifications, upgrades and repairs for above ground storage tanks; overseeing boiler emission

testing, registration, and permitting.

Conducts research and analytical studies on a variety of environmental issues/programs and trends in sustainability to ensure City's compliance with federal, state, regional and local mandates; analyzes environmental legislation and its impact on the City.

Formulates recommendations and promotes programs and activities which support the City's position/goals relative to sustainability issues.

Participates with other City departments, community service providers, consultants, other jurisdictions and agencies in the development of environmental programs and coordinates efforts, as well as advocacy and education; provides technical expertise to other City departments and divisions.

Represents the City of Emeryville at conferences and meetings.

Performs review of building plans to ensure compliance with codes, ordinances and regulations, as needed.

May conduct site inspections of businesses, schools and residential areas to assess recycling, composting and waste reduction efforts; assists businesses in becoming certified in the Bay Area Green Business program, and prepares reports and recommendations for program enhancements.

Designs and develops a variety of materials and activities to promote, implement, and evaluate assigned environmental programs to enhance public awareness, educate citizens and encourage proactive and cooperative problem solving.

Identifies, applies for and manages grants for a wide variety of environmental programs; handles the detail of grant administration including contracts with state, county and regional agencies.

Develops, monitors, and administers environmental programs budget, including contract administration, invoice processing and maintenance of support inventory for a variety of programs.

Prepares reports and presentations relating to the City's environmental programs and program proposals to City Council, City departments, a variety of Council appointed commissions and advisory committees; staff liaison to a variety of City committees with sustainability focus, and provides technical assistance and input as necessary.

Serves as liaison between outside organizations and the City and to boards, councils, and commissions as directed.

Plans and serves as lead staff in the development and coordination of community events that

promote the environment, such as Earth Day, Shoreline Clean-up, and Bike to Work days.

Provides support to committees and boards, as assigned.

Recruits, selects, and trains personnel. Evaluates Division personnel based on performance. Counsels personnel to correct deficiencies and implements disciplinary procedures as may be necessary.

Negotiates contracts with contractors and consultants, including preparing and directing the preparation of requests for proposals, reviewing and evaluating proposals, and developing contracts; monitors contracts for compliance.

Coordinates consultant and support staff work activities and determine work priorities and methods; provides direction and training for program assigned support staff.

QUALIFICATIONS

Knowledge of the principles and industry practices of storm water regulations and permit requirements, green building, climate protection policies and action measures, zero waste management, source reduction, recycling, composting, street tree planting, bicycle and pedestrian facilities, clean air, water conservation, Bay-Friendly Landscaping, environmental sciences, and hazardous materials; general marketing and outreach practices related to environmental programs; principles and practices of urban planning and building regulations and codes; applicable local, county, state and federal laws and regulations relating to environmental programs; federal, state and regional funding sources; principles and practices of government organizations, budget and grant development and administration; principles of supervision, training, and evaluation; principles and practices of basic research including data gathering, analysis and statistical methods; principles and practices of business correspondence and report writing, modern office practices and procedures, computer equipment and business applications; and problem solving-conflict resolution..

Ability to plan, coordinate, assign, direct, and review the work of subordinate staff; research and analyze complex situations, compile and interpret data and statistics, understand and interpret laws and regulations; provide expert technical assistance to the City in the area of assignment; prepare reports with recommendations; understand and participate in the administration of a program budget; problem solve and gain cooperation and support through discuss and persuasion; exercise independent judgment in carrying out assignments within established guidelines; communicate clearly, concisely and tactfully in both oral and written forms, accurately observe situations, document and report observations; read and comprehend complex materials that may be technical in nature; make mathematical calculations with accuracy; establish priorities and meet critical deadlines; interpret and apply local, state, and federal laws and regulations; assign, review and review the work of assigned staff as required; and perform related work as required.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would likely produce the required knowledge and abilities is qualifying. A typical way to qualify is:

Education:

Bachelor's Degree from an accredited college or university with major course work in environmental science, environmental engineering, planning, public administration, or related field.. A master's degree is desirable.

Experience:

Five years of progressively responsible experience in environmental programs, services and/or compliance.

Special Requirements:

Must be able to attend evening and weekend meetings and/or events, as required. Typical work would consist of using personal computer and telephone, and filing documents. Field work may involve traveling by foot outdoors in all climates. Must have eyesight sufficient to read data, memos, plans, working drawings, engineering plans, computer screens, vouchers; manual dexterity to operate a personal computer, typewriter or word processor; ability to sit for extended periods; ability to lift and carry objects weighing up to 25 pounds, stand, walk, bend, reach above and below shoulders.

Must possess and maintain a valid California driver's license with a satisfactory driving record.