



## JOB DESCRIPTION

### Environmental Programs Manager

**Date Prepared:** August, 2013

**SUMMARY:** Under limited supervision, manages the City's solid waste, recycling, water conservation, and other environmental programs as assigned.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Ensures that the City is in compliance with state laws and requirements regarding recycling and water conservation goals, and other assigned environmental programs.
- Administers hauling and recycling processing contracts; compiles data on programs; attends monthly meetings with the hauler; communicates service issues requiring resolution; communicates contract requirements as necessary; attends MRF operations meetings; discusses operational issues; reviews monthly operations reports; compiles billing data.
- Supervises staff; sets work priorities; reviews staff activity reports; reviews and approves time cards and leave requests; conducts staff evaluations; conducts staff meetings; provides input or develops procedures for staff.
- Prepares the annual budget for the solid waste, source reduction and recycling, landfill mitigation and water conservation programs; estimates and calculates expenses and revenues; monitors budgets to track expenses and revenues.
- Applies for and manages the grant from the California Department of Resources Recovery and Recycling; completes the application; participates in the creation of the grant budget; prepares the agenda item for the City Council; monitors expenditures.
- Plans and implements public education programs; writes press releases, community calendar listings, public service announcements, bill inserts, resident/customer notices and web site content changes; interacts with the media; makes public presentations; attends community meetings to provide information or participate in projects.
- Processes payments for the City's franchised hauler; runs reports from the billing system; data enters billing data; processes monthly landfill billings to the County.
- Gathers and compiles information for the State Annual Report on AB 939 compliance; contacts other City departments to request information on recycling efforts; forwards information to the contractor for inclusion in the report; reviews and provides comments to the contractor regarding the draft report.
- Performs rate analysis; reviews solid waste/recycling rates; reviews expenses and revenues; calculates new rates; prepares agenda item; prepares rate resolution; drafts Proposition 218 notice for review by the City Attorney.
- Performs various projects as assigned or needed.
- Supports the relationship between the City of Victorville and the general public by demonstrating courteous and cooperative behavior when interacting with visitors, the public and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience Guidelines:**

Bachelor’s Degree in Environmental Studies or a closely related field; AND four years professional solid waste, recycling and water conservation experience, including two years of supervisory experience; OR an equivalent combination of education, training, and experience.

**Knowledge of:**

- City policies and procedures.
- State laws and regulations regarding solid waste management and water conservation.
- Principles and practices of administrative management.
- Principles and practices of grants management and administration.
- State regulations regarding grant funding and administration.
- Public education and information techniques and practices.
- Principles and practices of effective employee supervision.
- Principles and practice of project management.

**Skill in:**

- Using initiative, discretion and judgment within established procedures, guidelines, and rules.
- Defining problems; establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Interpreting and applying City, state and federal codes, laws and regulations regarding solid waste management, recycling and water conservation.
- Managing sanitation/water account structures.
- Providing efficient customer service.
- Establishing and maintaining cooperative working relationships with City Council, City Manager, City Clerk, managers, supervisors, employees, businesses, contractors, consultants, external public and private agencies and the general public.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

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Personnel Officer

\_\_\_\_\_  
Date