

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

11/06

Revised

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**TITLE: ENVIRONMENTAL PROGRAMS MANAGER (NON-CLASSIFIED)**

**DEFINITION**

Under general direction, to plan, organize and coordinate related efforts among city departments to advocate sound environmental policies, practices, and regulatory compliance. Provide professional advice and assistance on technical and regulatory environmental policy issues and concerns.

**DISTINGUISHING CHARACTERISTICS**

The incumbent is expected to assume overall responsibility for all facets of environmental programs and activities including providing leadership in establishing general direction, goals, and priorities. The incumbent works under direction and exercises independent judgment in the performance of a variety of professional, complex, and difficult duties.

Incumbents assigned to the non-classified position shall be appointed "at-will" and exempt from the classified service and serve at the pleasure of the City Manager or designee.

**REPORTS TO:** City Manager or designee

**SUPERVISION RECEIVED AND EXERCISED**

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plans, organizes, and coordinates the development of programs for handling environmental issues in full compliance with applicable regulations.
- Makes recommendations concerning compliance with all applicable environmental regulations for storage of fuel, oil, and chemicals in underground and above ground storage tanks for the City.
- Assures compliance with federal and state regulatory bodies.
- Acts as liaison with consultants for projects associated with regulated substances.
- Acts as liaison with governmental agencies, contractors, and City Departments on environmental matters.
- Staffs environmental task forces as necessary.
- Develops and promotes effective working relationships with other departments, local, regional, and state agencies, and organizations to facilitate coordinated programs to solve mutual problems and/or to exchange information.
- Reviews and makes recommendations on environmental legislation.
- Reviews potential departmental property purchases for environmental concerns.
- Develops marketing campaign to promote City of Riverside as a regional leader as a "Clean and Green" environmentally friendly city.
- Conduct environmental field investigations impacting various city activities on the environment.

- Interacts with business, industries, citizens, departments, and regulatory agency personnel to provide constructive resolution of existing and potential environmental or regulatory problems on proposed new construction and land development.
- Represents the city in the community, with other agencies, and resolves relevant environmental issues.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of environmental science, engineering, and chemistry as related to environmental quality.
- Environmental field monitoring protocols, methods, and equipment
- Technical programs, research, and trends in the practice of environmental investigations, control, and remediation.
- Applicable federal, state, and local laws, ordinances, and programs concerning environmental practices and procedures.
- Equipment, facilities, materials, methods and procedures used in ground water, surface water, drinking water, and wastewater treatment and water reclamation systems,
- Water and wastewater treatment plant operations and maintenance; solid waste collection, disposal and recycling operations.
- Principles and practices of budget preparation and grant administration.
- Advanced research and statistical methods.
- Methods of making effective oral and written presentations.
- Public relations and customer service techniques.
- Negotiating and conflict resolution techniques.
- Modern office practices, procedures, and equipment, including microcomputers and applicable software applications.

### **Ability to:**

- Plan, organize, and implement a comprehensive program and related activities.
- Interpret and apply applicable laws and city rules and regulations affecting environmental programs.
- Perform research, analyze problems, and recommend effective solutions.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with persons within and outside of the organization.
- Interpret chemical and biological analytical data, engineering plans and schematics, scientific reports and technical evaluations.
- Coordinate and conduct complex, multi-phased projects and programs.

### **Education and Experience:**

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

Education: Bachelor's Degree from an accredited college or university with major course work in environmental science, environmental planning, environmental resources management, environmental engineering, civil engineering, business or public administration or a closely related field.

Experience: Seven years of responsible environmental regulatory management experience including administration of environmental law and environmental impact assessment. Responsibilities include policy recommendation and implementation, program development and management at a municipal or county level.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:**

**TO:**