FLSA: Exempt*

Environmental Programs Manager

SUMMARY

Under general supervision, coordinates and oversees the daily operations of the Town's Solid Waste, community enhancement, and other environmental programs; enforces the Town's solid waste ordinances, including contracted refuse and recyclable collection; applicable maintenance ordinances; performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Town Manager or designee. Exercise direct supervision over assigned staff.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities* ***may*** *include, but are not limited to, the following:*

- Plan, organize, coordinate all aspects of daily operations of Solid Waste Programs.
- Direct and supervise subordinate staff, volunteers, other division tasks.
- Set work priorities, create schedules, provide training, conduct performance evaluations, give commendations and/or corrective/disciplinary feedback to employees.
- Administer the Adopt a Street Program, solicit participants, order signs, assist in determining sign placement, arrange for the disposal of collected rubbish, order and ensure needed supplies for scheduled clean up, and maintain various records.
- Coordinate logistics of bi-annual Community Cleanup Day events with other departments.
- Create and maintain procedures related to division tasks.
- Compile data and prepare reports on programs.
- Conduct research and solicit quotes on labor, equipment, or tools needed to accomplish division assignments.
- Assist with administration of grants for Tire Cleanup, Used Oil Payment Program, and other grants as applicable.
- Ensure compliance with State regulations for collection and storage of tires and similar items collected by division.
- Attend public outreach events and educate the public about Town services.
- Update and maintain computer records and create forms to track division productivity and results.
- Review building plans for compliance with Town codes regarding trash enclosures and other related solid waste/environmental considerations.

- Maintain confidentiality of work-related issues and Town information.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Requires a Bachelor's degree in environmental studies, business administration, public administration, or a closely related field, and five (5) years of progressively responsible experience in code enforcement and waste management operations, including two (2) years of supervisory experience.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Knowledge of:

- Town policies and procedures.
- Penal codes.
- Health and safety codes.
- Town ordinances regarding sanitation, nuisances, and business licensing.
- Principles and practices of solid waste management.
- Public education and information techniques and practices.
- Principles and practice of project management.

Ability to:

- Use initiative, discretion, and judgment within established procedures guidelines and rules.
- Define problems, establishing facts, and drawing valid conclusions.
- Organize efficient and equitable work schedules and coordinating logistics for complex events and daily operations.
- Direct the work of employees, resolving problems or concerns, and creating cohesive work teams.
- Coordinate logistics, planning events, and effectively managing multiple projects and activities.
- Manage situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpret and apply Town, state, and federal codes, laws and regulations regarding solid waste management and business licensing.
- Provide efficient customer service.
- Communicate effectively, both verbally and in writing.
- Operate a personal computer and various software applications.
- Establish and maintain cooperative working relationships with managers, supervisors, employees, businesses, contractors, schools, external public and private agencies and the public.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office or outdoor work environment. May be required to use a stair step system. May be required to perform frequent bending, twisting, and stooping motions. May be required to lift and carry items weighing up to 50 pounds. May be exposed to dust, extreme noise

levels, dangerous machinery, and extreme weather conditions. 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.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*