

# City of Springfield, Oregon: Environmental Services Supervisor: Water Resources

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Representation:</b> Not Represented	<b>FLSA:</b> Non-Exempt
<b>Job Code:</b> 019132	<b>Grade/Range:</b> 37
	<b>Effective Date:</b> Feb 2000 (Rev, 2008.06)

## General Summary of Duties

Under the general supervision of the Environmental Services Manager or Assistant ESD Manager, performs complex analytical and administrative duties in support of the Water Resources Management Program, to include budget preparation, grants administration, regulatory compliance, and program supervision, development, implementation and coordination. This position requires considerable exercise of initiative and independent judgment within established guidelines. Performs related duties as required.

## Distinguishing Characteristics

This position is distinguished by its responsibilities for ensuring the City's compliance with local, state and Federal laws pertaining to the Clean Water Act and other environmental regulations. The ESD Supervisor focusing on Water Resources differs from the ESD supervisors focusing on Sewer and Drainage Administration and Industrial Pre-Treatment and Pollution Prevention, by the focus on storm water management and related environmental programs. The Assistant ESD/MWMC manager is responsible to coordinate the sub-programs above as well as multiple other sub-programs within the division at a higher level where ESD Supervisors directly manage the day-to-day work.

## Supervision Received and Exercised:

Reports to the ESD/MWMC Manager or Assistant ESD/MWMC Manager, Supervises technical and support staff.

## Essential Job Functions: Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.

- Performs high-level, complex analyses of budgetary, organizational, management, policy, and legal issues related to water resources management, and recommends courses of action; completes a variety of research and program development activities; advises management staff on fiscal and program policy matters; oversees contractors as necessary.
- Coordinates the activity of programs, sub-programs, and special projects; may supervise the staff assigned to one or more of the aforementioned activities; may serve as professional staff support for a department manager.

- Monitors the Water Resources Management Program budget for accountability within revenue and/or expenditure transactions; administers larger contracts with significant impacts on the General Fund, Dedicated or Revolving Funds, or Capital Improvement Projects; may be involved in the preparation, review, and decision-making processes for contract RFPs.
- Utilizes computers and various programs to store, retrieve, compile, and analyze information; communicates with other employees and other agencies using electronic mail applications; may serve as the project, or the program, computer contact person.
- Prepares complex, and technical reports of research and analysis, as well as long-range facilities plans for Water Resources Management Program activities.
- Serves in a liaison capacity with other divisions, departments, program representatives, other agencies, and members of the community; participates in meetings, conferences, hearings, and seminars; may participate in labor negotiations.
- Provides training, and technical information and assistance to assigned staff, other employees, other agencies, and community groups; may supervise other employees by assigning and reviewing work.
- Reviews legislative changes and potential changes for impact on program or department activities; may prepare an implementation plan, or an official response to proposed changes.
- Oversees, and coordinates updates to City codes, engineering specifications, and other relevant documents, in order to implement water resources program objectives.
- Prepares, submits, and monitors state and Federal permits required to manage Springfield water resources; prepares and submits required periodic performance reports, and reports to department managers and City Council as appropriate on permit compliance matters.
- Represents the City on professional organizations and associations, including working on workgroups and sub-committees.
- Provides enforcement functions related to the City's Clean Water Act compliance activities.
- Prepares correspondence for various sources, to include the media; may draft responses for the department manager's signature; may serve as the primary representative for the Water Resources Management Program.

## Qualifications

### **Knowledge and Abilities:**

- Considerable knowledge of water, land, and natural resources planning and management principles and practices;
- Considerable knowledge of Federal and State regulations pertaining to water resources management;
- Considerable knowledge of pollution prevention techniques and water quality Best Management Practices;
- Considerable knowledge of organizational analysis methods, techniques, and procedures;
- Considerable knowledge of program-based budgeting methods;
- Considerable knowledge of program development, planning, and implementation procedures;
- Knowledge of grant and contract administration requirements;
- Knowledge of current computer capabilities and applications, as they relate to the duties of the position;
- Knowledge of communication techniques;
- Ability to work effectively with regulatory agencies and interest groups involved in water resources management;
- Ability to manage public works facilities planning, management, and development projects;
- Ability to use geographic information systems for watershed and storm water basis analysis;
- Ability to develop and administer capital improvement projects and budgets.
- Ability to analyze information and reach acceptable conclusions;

- Ability to prepare, monitor, and administer program budgets; ability to coordinate program activities, and make the necessary recommendations for change;
- Ability to provide the leadership or supervision for projects and/or programs;
- Ability to complete timely, accurate, understandable reports;
- Ability to utilize word processing, spreadsheet, database, and network operating systems sufficiently to perform assigned duties;
- Ability to learn processes, regulations, laws, and ordinances that are unique to the organization and locale;
- Ability to communicate effectively in oral and written formats, to include public speaking before large groups;
- Ability to establish and maintain a harmonious and productive work unit aligned with the City's customer service culture, teamwork orientation and organization-wide focus;
- Ability to interact harmoniously with co-workers, other agencies, elected officials, and the general public;
- Ability to satisfactorily represent the program, the department, and the City;
- Ability to travel as required.

**Experience and Training: Any equivalent combination of education and experience which provides the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge, skills and abilities would be:**

Completion, or equivalent, of a job-related four year college degree program, plus related work experience, typically three years of progressively responsible professional experience in the analysis and development of organizational policies, budget preparation, program coordination, and/or grants administration. A job-related Master's Degree may be substituted for one year of the required experience, or any combination of training, education, and experience that provides the required knowledge, skills, and abilities.

**Required Special Qualifications**

None

**Working Conditions**

The principal duties of this classification are performed in a general office environment; with significant interoffice travel to off site locations. The incumbent must have the mobility and ability to perform job duties at various locations throughout Springfield, Eugene and other locations on a regular basis. Attendance at meetings and completion of work projects outside the normal 8 to 5 workday is a routine requirement for this position.

Persons with disabilities may be able to perform the essential duties of this classification with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

**Classification History:**

3/05 – New version of classification created when the Environmental Services Supervisor position was divided into two positions each with a different focus; one on industrial pretreatment and pollution control programs and the other on MWMC administration and sewer and drainage programs.

6/08 – This classification description creates a third variant of the ESD Supervisor classification focusing on Water resources.