

CLASSIFICATION ADDENDUM

Job Title: Environmental Services Manager

Classification Specification: Senior Manager/Program Manager

Barg Unit: Non

Pay Grade: D71

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Environmental Services Manager performs duties managing the Environmental Services Division, providing administrative services to the Metropolitan Wastewater Management Commission (MWMC), and the City's sewer and drainage user fee programs; participates in preparing and administering the City's stormwater management plan, and in City efforts to address other environmental issues; represents the City, and coordinates with other agency staff who represent MWMC in interactions with State and Federal regulatory agencies; oversees the development and recommendation of regional sewer user rates and local wastewater and stormwater user rates; develops and administers/monitors budgets; negotiates, manages, and administers contracts for construction and professional services; supervises staff; oversees projects and construction as required; reviews existing and proposed legislation for impact on division activities; develops and recommends regional wastewater policy to MWMC; provides public information and outreach; conducts special projects; member of the Public Works Management Team; acts in the absence of the Public Works Director as required. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of environmental studies, environmental engineering, public administration, planning or geography with an environmental planning emphasis and progressively responsible experience in sanitary or environmental engineering (including grant and enterprise fund experience), also including management experience.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.

Knowledge:

- Environmental issues and technology relating to surface and groundwater, stormwater, and wastewater;
- Familiarity with air/water quality and solid and hazardous waste issues related to municipal operations;
- Codes, statutes, regulations, controls affecting wastewater and sanitary engineering and construction;
- Local, state, and federal laws, regulations, codes and rules pertaining to water quality, water pollution, wastewater and stormwater management, Endangered Species Act and Clean Water Act.

Essential Characteristics and Duties Addendum

Skills: *(Demonstrated skill in performing the following)*

- Analyzing and formulating financial, administrative, organizational, and management recommendations pertaining to complex environmental issues.

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Work is typically indoors, however, position requires agility and ability to walk, observe and converse around wastewater treatment facilities and construction equipment while in operation. The work involves exposure to odorous air at the treatment facility, and storage areas for hazardous materials.

Travel as required.

Addendum History

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