



City of Woodland

ENVIRONMENTAL SUSTAINABILITY MANAGER

DEFINITION

Plan, develop, manage, and promote programs and policies related to environmental protection and sustainability including, but not limited to, water use efficiency, solid waste management, energy conservation, greenhouse gas emission reduction, habitat management, and other programs designed to achieve a balance among ecological, economic, and social systems. Coordinate activities with other Divisions, Departments, outside agencies, businesses, and the general public.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager, or designee. Provides direct supervision of Environmental Services personnel and others as directed. May exercise functional and technical supervision over other professional, technical and/or clerical staff assisting in environmental programs.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, and are not an all-inclusive or limiting list.

ESSENTIAL JOB FUNCTIONS

- Administer various environmental programs and compliance with local, state, and federal permits and other regulatory requirements in areas including, but not limited to, water use efficiency, solid waste and recycling, energy conservation, greenhouse gas emissions, and habitat management.
- Develop and manage work plans, policies, and procedures related to environmental resources and sustainability; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
- Oversee contracts, including the City's solid waste franchise, and related programs, ensuring compliance with local, state, and federal requirements.
- Assist in defining goals, performance metrics, and a long-range plan for environmental sustainability and programs. Monitor and evaluate program effectiveness, document performance trends, and recommend and implement modifications to improve program effectiveness. Develop alternatives and make recommendations regarding City resource management programs, including utilities, solid waste, and energy issues.
- Identify, track, analyze, and monitor state and regional environmental activities and legislation with the potential to affect existing and future City resources, including utilities, solid waste, and energy issues. Develop and

recommend new and/or revised policies, programs, and regulations. Make recommendations for City involvement in pending legislation and compliance with existing legislation.

- Research and evaluate federal, state, and local legislation dealing with environmental resources; represent City interest on committees and at public meetings and hearings; research, develop, and initiate related City ordinances and address related City Council concerns.
- Foster and coordinate new ideas and concepts for sustainability and identify materials and resources to supplement, expand, or replace existing policies and programs related to sustainability.
- Represent the City's sustainability programs and act as a liaison to the public, other City departments, other agencies, environmental groups and other key stakeholders regarding environmental issues. Serve as the City's representative on committees and advisory groups.
- Develop special events and programs to promote and educate the public about resource conservation and environmental sustainability; guide the preparation of educational and promotional materials.
- Select, coach, mentor, train, and evaluate assigned staff.
- Develop, administer, and monitor the division program budget; review and approve division expenditures.
- Analyzing department support needs and ensuring prompt and efficient delivery of services, materials, and supplies.
- Respond to citizen concerns and requests for information and assistance.
- Regular, predictable, consistent and timely attendance is an essential function of the position.

OTHER JOB FUNCTIONS

- Prepare and oversee the preparation of technical studies and reports, including reports to City Council, and perform a variety of operations and calculations to ensure compliance with regulatory requirements and City performance goals.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Federal, State, and local laws, regulations, and codes, pertaining to environmental programs and sustainability.
- Principles and practices of resource management, including implementing outreach and education programs to adhere to the intention and direction of policy makers.
- Techniques used in the long range planning, analysis and forecasting of resource needs and methods of achieving those needs.
- Customer relations concepts and techniques including measuring and predicting behavioral changes.
- Recent developments, current literature and sources of information regarding natural resource management.

- Conducting environmental audits and protocols for natural resource assessments.
- Advanced computer skills including the use of analytical and statistical modeling, database, presentation, and telecommunications software.
- Methods and requirements for grant proposals and grant administration.
- Principles, techniques and requirements for writing and administrating service Contracts.

Skill to:

- Plan, coordinate, and prioritize work in assigned areas of responsibility. Work with minimum supervision and exercise initiative and sound judgment.
- Prepare technical analysis and reports.
- Work cooperatively with other departments, outside agencies, and the public. Communicate effectively, both orally and in writing.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Manage multiple projects simultaneously.
- Research and analyze complex problems and situations.
- Identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Ability to:

- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Effectively plan, organize and direct programs relating to the areas of assigned responsibilities.
- Formulate and write accurate, technical reports. Supervise, train, mentor, and evaluate subordinates.

Minimum Education and Experience:

Education: Bachelor's degree from an accredited college or university with major coursework in environmental studies, biology, water resources, public administration, or a closely related field.

Experience: Four (4) years of increasingly responsible work experience in environmental programs and/or sustainability, or a closely related field with experience in outreach and education programs. One (1) or more years in a supervisory capacity is desirable.

License or Certificate: Required upon hire, possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking,

pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 25 pounds of force occasionally, and/or in excess of 5 pounds of force regularly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.