

## CITY OF COVINA

### ENVIRONMENTAL SERVICES AND TRANSPORTATION MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction, to plan, coordinate, supervise, direct, and review the activities involved in the implementation of environmental protection, conservation, industrial waste, transportation and compliance programs and transportation and transit services; develops and administers contracts with regional and intergovernmental agencies and/or private entities; plans, supervises, monitors and reviews the activities of the Environmental Services and Transportation Divisions of the Public Works Department; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Environmental Services and Transportation Manager** is the mid-management classification responsible for managing and overseeing the operations of environmental services and transportation programs for the City within the Public Works Department. This class serves as the division manager exercising responsibility for planning and organizing a variety of assigned environmental and transportation projects, managing the City's transportation funds and ensuring compliance with applicable funding requirements; and directing the work of assigned professional and support staff. This class exercises considerable judgment in designing and managing activities to maintain the City of Covina's compliance with local, state and federal ordinances, codes, regulations, and laws regarding the prevention of pollution of ground, air, and water resources and management of waste from residences, industries, and commercial businesses and transportation programs.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from higher-level management staff. Exercises technical and functional supervision over lower level public works and office support staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Prepares and recommends adoption of revisions to the Solid Waste Management Plan; develops and prepares Requests For Proposals and evaluates bidders for service contracts; negotiates agreements with refuse collections and recycling operators and markets for curbside, buyback, drop-off, salvage, plant debris, and other refuse and recycling services; administers, monitors and evaluates refuse collection and disposal and recycling service contracts.
- Manages municipal storm water pollution prevention program; develops, maintains and reports a variety of related data.

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- Oversees the inspection of residential and commercial sites for compliance with associated environmental services programs such as storm water, pollution prevention, hazardous waste disposal, used oil recycling, industrial waste and air quality; provides recommendations and ensures regulatory compliance.
- Keeps records and prepares monthly, quarterly, and annual reports; prepares technical reports and performs a variety of calculations to ensure compliance with state and federal requirements.
- Manage the City's Proposition A, Proposition C, Measure R, State Gas Tax and other externally funded transportation programs; assess, monitor, and report on compliance with funding requirements, including Proposition A, Proposition C, and Measure R Guidelines.
- Manages and plans the City's Dial-A-Ride program; participates in planning, directing, and coordinating transit services and in developing comprehensive plans to satisfy future needs.
- Prepares and monitors National Transit Database (NTD) monthly and annual reporting; coordinates efforts associated with and prepares documents for NTD and Local Return audit, including coordination with Finance Department, Los Angeles Metropolitan Transportation Authority (Metto) auditors and transit services contractor.
- Prepares or directs the preparation of applications of state and federal funding of transportation-related projects; provides staff support to various regional transit planning issues; develops, manages, evaluates and monitors contracts, agreements, and memoranda of understanding; develops and maintains contact with transportation agencies such as Metro, SCAG, SCAQMD, and Caltrans.
- Develops and administers operating budgets for storm water pollution prevention, household hazardous waste, used oil recycling, air quality, resource conservation, industrial waste, waste management, transportation and transit programs; participates in the development and administration of the Environmental Services and Transportation Division budgets; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; directs and implements adjustments as necessary.
- Develops special events and programs to promote and educate the public about recycling, resource conservation, pollution prevention strategies, transportation and transit programs; oversees the preparation of brochures, flyers, reports, flip charts, posters, calendars, articles, displays, exhibits and other educational and promotional items; oversees and directs professional staff in the management of promotional and special events. Coordinates special transportation needs requirements for a variety of special City events.
- Selects, trains, supervises, and evaluates assigned personnel; provides or coordinates staff training; assigns work activities, projects and programs; meets with staff to identify and resolve problems; works with employees to correct deficiencies; provides guidance and operational assistance to other division heads in the areas of budget, personnel management and administrative policy as needed.
- Researches information, prepares presentations, and makes presentations to various educational, civic, business, government and service groups; develops, promotes, and oversees funding/grant

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programs to support specialized activities; coordinates related special activities, such as workshops, demonstrations, green waste/backyard composting programs and hazardous waste roundups.

- Provides technical support to other departments and the general public on environmental services, storm water pollution prevention, air quality programs, industrial waste and solid waste issues; serves as the Employee Transportation Coordinator in support of air quality programs; maintains good working relationships with various local municipal governments and agencies; provides customer service to the public at the counter and on the phone in regards to environmental services programs.
- Monitors federal, state and local legislation involving waste management, storm water management, resource conservation, pollution control issues, transportation and transit services; represents City interests on committees and at public meetings and hearings; researches, develops and initiates related City ordinances and addresses related City Council concerns; prepares local ordinances, policies and procedures for waste management, environmental protection, transportation and transit programs.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating office or testing equipment and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 50 pounds is also required. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Environmental Services and Transportation Manager**. A typical way of obtaining the required qualifications is to possess a bachelor's degree in environmental science, biology, chemistry, engineering, political science, public administration, legislative and regulatory analysis and compliance, or a related field, and three years of responsible, professional and supervisory experience in solid waste management, recycling, engineering, resource conservation, transportation management or a closely related field which has included implementation and administration of state and federal regulations. A Master's degree is highly desirable.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the knowledge, skills and abilities necessary to perform the essential duties of the position.)*

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### **Knowledge of:**

Laws relating to environmental compliance, solid waste reduction, storm water pollution prevention in California; solid waste, recycling, resources conservation and transportation principles, practices, methods and trends; developing and managing transportation alternatives and programs, negotiating and monitoring contracts; public agency workings; basic arithmetic and statistical applications; principles of supervision; administrative principles and methods, including goal setting, program and budget development, work planning and organization; budgeting processes; equal employment/affirmative action guidelines and policies; research methods and analysis and formulation of recommendations; immediate, short and long range planning techniques; grant preparation and submission procedures; applicable federal, state and local laws, codes and regulations; standard office procedures, practices and equipment; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

### **Ability to:**

Communicate effectively with employees, consultants, other governmental agency representatives, City officials and the general public; address groups of people, elicit the cooperation of others, readily learn new subject areas, and coordinate a variety of tasks; conduct necessary research and compile comprehensive reports; prepare and administer a variety of environmental compliance programs; negotiate with vendors; assimilate and understand information including legal, technical, and engineering/construction plans; perform statistical analysis; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate modern office equipment such as a computer and a Microsoft software and applications related to assignments; safely and effectively operate motor vehicles.

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