



**DECEMBER 2018
FLSA: EXEMPT**

DIRECTOR OF ENVIRONMENTAL SERVICES

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under executive direction, plans, directs, manages, and oversees the activities and operations of the Environmental Services Department including environmental compliance, the environmental laboratory, the ocean monitoring program, and source control operations; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and strategic direction from the General Manager. Exercises direct and indirect supervision over assigned staff and is accountable for the results produced by the Department.

CLASS CHARACTERISTICS

This classification is the department head level within the Environmental Services Department. Incumbents in this classification manage the overall administration of the district with responsibility for directing assigned programs and operations. Work includes responsibility for budget, staffing, resources, planning and accountability for the assigned function and related decisions. Incumbents apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Incumbents generally serve as advisors and contributors to the next level of management authority on policies, procedures and major District initiatives.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Assumes full management responsibility for all department services and activities including environmental compliance, the environmental laboratory, the ocean monitoring program, and source control operations.
- Ensures the District's safety program and goals are implemented and carried out in the Environmental Services Department.
- Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Plans, directs, and coordinates, through subordinate level staff, the Environmental Services

- Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
 - Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
 - Organizes and directs the source control function responsible for industrial monitoring, permitting, and enforcement of the District's Wastewater Discharge Ordinance; ensures that wastewater and biosolids meet regulatory requirements; ensures that a high quality of wastewater is produced for reclamation.
 - Oversees pollution prevention activities (non-industrial source control) including implementing programs designed to control the discharge from businesses and residences of harmful products such as pharmaceuticals, fats, oils and grease (FOG), and emerging pollutants of concern.
 - Organizes and directs the air quality function responsible for compliance with federal and state air quality requirements; participates in the development and implementation of technologies to reduce health risks to surrounding residents and businesses.
 - Supports effective biosolids reuse and water reclamation programs; oversees and participates in the development of related programs and completion of studies; evaluates and integrates study findings and advocates more effective District programs to policy makers.
 - Directs staff and resources to monitor and improve regional, state, and federal regulations affecting water quality and other environmental issues.
 - Oversees operations in the District's environmental laboratory and ocean monitoring program including monitoring compliance and wastewater operation process controls; ensures the quality and integrity of analytical work performed.
 - Provides staff assistance to the General Manager; prepares and presents staff reports and other necessary correspondence.
 - Prepares and presents reports on informational and action items to the Committees and Board of Directors.
 - Represents the Environmental Services Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
 - Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
 - Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of source control and environmental compliance for wastewater reclamation.
 - Responds to and resolves difficult and sensitive citizen inquiries and complaints.
 - Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a comprehensive environmental and source control program for wastewater treatment operations.
- Principles and practices of wastewater treatment and management.
- Principles and practices of environmental science as applied to wastewater reclamation and treatment. Principles and practices of program development and administration.
- Operational characteristics of an environmental laboratory including pertinent equipment, testing, and analysis.
- Principles and practices of water biosolids management and ocean monitoring.
- Principles and practices of environmental auditing.

- Principles and practices of budget preparation and administration. Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to wastewater treatment, sewer system management plans, and stormwater management.

Ability to:

- Manage and direct a comprehensive environmental and regulatory compliance program for wastewater treatment operations.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments. Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff. Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques. Support effective water and biosolids reclamation programs.
- Oversee the operations of the environmental laboratory and ocean monitoring program.
- Ensure the adherence to safe laboratory and vessel operating procedures.
- Ensure the quality and integrity of analytical work performed in the laboratory.
- Evaluate and integrate study findings and advocate more effective District programs to policy makers. Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable Federal, State, and local policies, laws, and regulations. Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in environmental science, environmental engineering, or a related field; AND
2. Ten (10) years of increasingly responsible experience in wastewater management, environmental science, or a related field, including three (3) years of management and administrative responsibility.

Licenses and/or Certifications:

- None.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.