

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: ENVIRONMENTAL SUSTAINABILITY DIRECTOR

DEPARTMENT: PUBLIC WORKS – ENVIRONMENTAL SUSTAINABILITY

BASIC FUNCTION:

Under general direction, to plan, organize, and administer the management of the Watershed Protection Program in compliance with the city's National Pollutant Discharge Elimination System (NPDES) permit; coordinating the activities of the Habitat Management Program in compliance with the CA Department of Fish and Wildlife and US Department of Fish and Wildlife's Implementing Agreement; coordinating the Recycling and Trash Program in compliance with CA Department of Resources Recycling and Recovery regulations; coordinating administrative activities related to the Climate Action Plan; coordinating sustainability research and messaging; and inspection activities of the Storm Water Program in compliance with National Pollutant Discharge Elimination System (NPDES) permit. Perform highly responsible and complex professional administrative work. Serve as a member of the Public Works leadership team and perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is a single incumbent position reporting directly to the Deputy City Manager, Public Works. This incumbent provides general strategic and administrative direction to the city divisions that are assigned, which typically include Climate Action Plan (CAP) administration and compliance, sustainable materials management, watershed protection and Habitat Management Program (HMP) monitoring and compliance.

KEY RESPONSIBILITIES:

Assignments may be responsible for any of the following:

Develop policies, rules and procedures for the effective operation of the Department, including implementing the city's vision, goals, objectives and priorities.

Identify and implement innovative methods to reduce costs and increase efficiencies while maintaining high quality customer service levels.

Continually evaluate possible process improvements based on data from effective performance measures.

Develop and manage contracts, budgets and funding sources to support program activities; recommend staffing, equipment, materials and facility needs.

Act as liaison with external stakeholders such as non-profit groups, Chambers of Commerce, SANDAG, and regulatory agencies such as the Environmental Protection Agency, San Diego Regional Water Quality Control Board, County Department of Environmental Health, CA Department of Environmental Health, CA Department of Toxic Substances Control, CA Department of Fish and Wildlife, US Fish and Wildlife Service, US Army Corps of Engineers, CA Coastal Commission, CA Department of Resources Recycling and Recovery, CA Air Resources Board, and others as required.

Make presentations to agencies, city staff, City Council, and other interested parties.

Plan, organize, manage, and administer the implementing activities related to compliance with the city's Municipal NPDES permit; coordinating with city departments responsible for development planning, construction, building, storm drain maintenance, municipal facilities, parks and recreation, fire prevention and suppression activities.

Manage activities related to pollution prevention outreach and education, water quality monitoring, complaint response in residential areas, municipal operations, business education and inspections, watershed activities, regional coordination, data management and reporting in accordance with federal, state and local laws and the NPDES permit.

Stay abreast of current proposed federal, state, and local regulations and their potential impacts on city operations; lead and participate in the development of cost-effective watershed and/or regional activities as appropriate; coordinate with the City Attorney's office; collaborate with watershed agencies as needed to develop and implement best practices to improve program performance.

Plan, organize, manage, and administer the implementing activities related to compliance with the city's HMP Implementing Agreement with designated agencies; attend regional meetings; manage a contract for the city's Preserve Steward; coordinate a citywide implementing team; review Preserve Management Plans; assist with open space acquisitions; conduct outreach and education; respond to complaints; prepare annual reports and meetings; and coordinate with the City Attorney's office.

Plan, organize, manage, and administer the implementing activities related to compliance with the city's sustainable materials management requirements; conduct annual solid waste and recycling rate analysis; manage associated contracts; perform outreach and education activities; coordinate with internal city departments; manage collection events; complete annual reporting; administer grants; and manage customer service requests.

Plan, organize, manage and administer the implementing activities relate to the city's Climate Action Plan; manage associated contracts; coordinate a citywide implementing team; monitor progress; perform outreach and education activities; complete annual reporting and make presentations to Council.

Research and collaborate internally and externally on sustainability initiatives; coordinate the implementation of sustainability initiatives as appropriate; and make presentations to stakeholders as necessary.

Provide technical and professional support to operations and city staff as requested.

Perform related duties and responsibilities as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Strategic management techniques and methodology.
- Advanced Systems Management, continuous improvement practices, and Project Management principles.
- Methods and techniques of research, statistical analysis and report presentation.
- Principles of program organization, contracting, business administration and budgeting.
- Federal, state, and local laws and regulations affecting the NPDES Program, the HMP Program, Recycling and Trash Program, CAP administration, commonly accepted sustainability principles, and other related regulations.
- Permitting, legal, regulatory and technical requirements of storm water quality management, habitat management, recycling and trash, CAP administration, sustainability initiatives, and environmental monitoring and assessment.
- Principles of proper methods, techniques and practices used in monitoring habitat and wildlife, sampling recreational waters and dry weather storm water flows; US EPA approved laboratory procedures (Standard Methods) used to indemnify and measure pollutants of concern; sampling procedures; monitoring greenhouse gas emissions, and other technical requirements applicable to these fields of expertise.
- Biological systems and habitat environments.

Ability to:

- Plan and direct the development and operation of the Department.
- Analyze problems, identify alternative solutions, predict consequences of proposed actions, and implement recommendations in support of city goals.
- Select, supervise, train, coach and evaluate assigned staff.
- Manage NPDES Program, HMP Program, Recycling and Trash Program, CAP administration, and other related programs.
- Research, collect, compile and analyze technical data and reports; review documents for completeness and accuracy.
- Exercise sound judgment to determine compliance with existing laws and regulations.
- Maintain records and logs; prepare clear and concise reports, correspondence and complex written materials.
- Use word processing, spreadsheets, database and presentation applications or other technology to perform relevant job duties.
- Communicate effectively, both orally and in writing.
- Establish, maintain and foster positive working relationships.
- Work well under pressure to meet deadlines.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

A typical way to obtain the knowledge and abilities would be:

A Bachelor of Science degree from an accredited college or university with major course work in chemistry, biology, environmental sciences, environmental or civil engineering, geography, resource management, sustainability, urban planning, public administration or related field, and

Ten years of administrative experience related to storm water management, water treatment, NPDES Permit compliance, habitat management, recycling and trash management, energy management, sustainability or related environmental analysis. A master's degree in a related field is highly desirable.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to operate standard office equipment. An employee is frequently required to walk and to stand. Specific vision abilities required by this job include close vision and to be able to adjust focus to read and operate office equipment as necessary.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply logical and abstract reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work, work under intensive deadlines; and interact with staff, council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employee may be required to travel to city work sites or other sites for meetings, including work on evenings or weekends if necessary.

This is an at-will management classification.

DATE APPROVED: July 1, 2022