

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Environmental Resources Superintendent	E-PLAN
CLASS TITLE:	Program Manager 2	SG:E-16
DEPARTMENT:	Public Works, Operations	CS:N
		FLSA:N
		EEO4CODE:PR

JOB SUMMARY:

Develops, manages and coordinates the implementation of the City's environmental policy, environmental education and stream restoration activities. Responsible for the City's compliance with all environmental regulations.

SUPERVISORY RELATIONSHIP:

Reports to the Assistant Director of Public Works. Supervises the activities of professionals and paraprofessionals providing services in the areas of education, assessment, restoration, and grant writing, as well as the activities of interns and extra labor employees.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Develops policy initiatives and planning documents that provide the basis for environmental regulations, land use regulations and administrative rules.
2. Evaluates City regulations for compliance with State and federal regulations. Initiates changes to achieve conformance, which includes developing, amending and updating regulatory laws and programs. Prepares legal documents for review by the Public Works Director, City Attorney and Mayor, including Commission and Council findings of fact, legal ordinances and other documents to implement City Council actions.
3. Directs the development of environmental restoration plans. Oversees the implementation of restoration projects, including those for Whatcom Creek.
4. Directs and evaluates the work of staff. Recommends hiring and discipline; prioritizes and oversees work assignments; completes performance appraisals.
5. Oversees development of educational programs needed to achieve policy goals. Provides education and support to City staff about environmental regulations and compliance.
6. Identifies and evaluates activities impacting environmental resources; works with City Code Compliance Officer to determine code compliance process and procedures for environmental resource issues; coordinates with the Code Compliance Officer to prioritize actions to be taken and violations to pursue through the legal process; as needed, represents the City in legal proceedings against code violators.

7. Prepares the Environmental Resources Division work plan and annual budget for review and approval by the Asst. Director and Director of Public Works. Monitors budget expenditures.
8. Provides expertise to governmental entities for development of environmental policy and regulations. Assists other governmental agencies in complying with State and federal environmental regulations.
9. Determines projects eligible for State and federal grants and oversees the grant application process.

ADDITIONAL WORK PERFORMED:

1. Performs other duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Knowledge of government processes, including legislative, regulatory, agency mandates and local authority.
- In-depth knowledge of environmental issues, e.g. water systems, water quality, human impacts, and fish life cycles.
- Knowledge of environmental sciences, including hydrology and fish biology.
- Knowledge of principles of management and organization.
- Excellent oral, written and audio/visual presentation skills.
- Skilled in negotiation, problem evaluation and solution, mediation and facilitation.
- Excellent project development and management skills.
- Excellent technical writing skills.
- Experience with synthesizing information and analysis of systems.

WORKING ENVIRONMENT:

Work is performed both indoors at a computer workstation and outdoors in all types of weather. Nature of the work requires the physical ability to climb, balance, kneel, crouch, crawl, reach and stand for varying periods of time. May include walking for long distances through varying terrain, pushing, grasping and feeling/fingering, seeing and hearing sounds both in an office environment and out of doors.

EXPERIENCE AND TRAINING REQUIREMENTS:

- B.A. in Environmental Science, Political Science or Management, AND
- Five (5) years experience in management and supervision, project management, and public policy issues, AND
- Two (2) years technical experience and facilitation experience, OR
- Equivalent combination of education and experience that provides the required knowledge, skills and abilities to perform the job.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Must submit a three-year driving abstract prior to hire.

PREPARED BY: L. McGowan
C. Fogelsong
1/01

REVIEWED BY: _____
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Public Works, Operations

REVIEWED BY: _____
Richard McKinley, Director
Public Works