



## **Title:** Environmental Resources Manager (Compliance)

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Deputy Public Works – Utilities Director.  
Exercises direct supervision over professional and para-professional staff.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Requires seven or more years of related experience. Requires advanced knowledge in highly specialized systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.
- ADEQ Operator Certification(s)
- Degree in Water Resources Environmental Engineering or Civil Engineering.

### **JOB SUMMARY**

The purpose of this position is to manage the environmental compliance, industrial pretreatment, and conservation activities for the Public Works – Utilities Department to ensure compliance with all local, county, state, and federal requirements. Environmental compliance includes drinking water, wastewater, reclaimed water, biosolids, industrial pretreatment, air quality, solid waste recycling, water conservation, cross-connection, and storm water. The position serves to protect and enhance the City's water supply; oversees programs, lab operations, sampling and monitoring, inspection and compliance, policy development, permitting, public education, and resources management; represents the City with regulatory agencies, elected officials, and organizations with which the City is affiliated or has an interest.



### **ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Develops City policy positions and directs programs / plans for air quality, environmental issues and water quality; informs and advises senior management and, when appropriate, elected officials on issues, policies, and strategies.
3	Represents the City at meetings with the federal, state, and local agencies, and the public to discuss, negotiate, and resolve wastewater, water quality, storm water, air quality, and other environmental issues.
4	Assist in the management of the City's water portfolio.
5	Directs, plans, and organizes the Environmental Resources Division which includes Water Resources and Conservation, Drinking Water Environmental, Wastewater Environmental, and Recycling Compliance; establishes Division organization and budget; monitors expenditures and metrics.
6	Directs the preparation of plans, permit applications, reports and documents as required by law or by the City related to environmental compliance and other areas of responsibility.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b> The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.						
Office		Outdoors	Vehicle	X	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, scanner, copy / fax machine, and related software, telephone, calculator, vehicle.

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective gloves, safety footwear.