



Title: Environmental Resources Supervisor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Environmental Resources Manager.
Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment 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.
- Degree in Sustainability, Engineering, Environmental Science, Agronomy, or Marketing.

JOB SUMMARY

The purpose of this position is to supervise the activities for the Environmental Resources section of the Public Works – Utilities Department. Develops and oversees the City's environmental resource programs, including water conservation, water resources, and recycling which require public outreach programs, permits, and resource management; supervises staff; plans activities and special projects; maintains compliance with all local, state, and federal regulations; provides strategic direction for increasing recycling and conservation awareness and success rates; oversees program budgets; acts as liaison to related municipal and professional organizations; acts as program spokesperson; implements procedures and programs; interacts and coordinates with other groups on various projects; applies for grant opportunities and oversees their execution.



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	Oversees public education campaigns for recycling and water conservation. Develops communication strategies; identifies methods of communication; works in coordination with Office of Communications.
3	Oversees Water Conservation Rebate Program. Determines program requirements; oversees process flow; quantifies program impacts; adjusts as necessary.
4	Oversees recycling / trash regulatory inspections. Directs employees to problem areas; oversees employee inspection process flow; adjusts in coordination with Solid Waste.
5	Grant Management. Applies for and oversees all grant related activities.
6	Oversees household hazardous waste program. Supervises employee efforts, budget expenditure, regulatory compliance, and public communication.
7	Participate and leads portions of City's sustainability initiatives and collects and evaluates data in support of recommendations for departmental budget allocations. Monitors program / project level budgets and expenditures and presents proposals for approval, payment, and recommended adjustments.



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
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	Light	Medium	Heavy	X	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.

Work Environment for this position is indicated below with "X"				
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	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, vehicle, screwdriver, soil probe, pipe wrench, irrigation pipe cutter.

PROTECTIVE EQUIPMENT REQUIRED:

Safety footwear.