



Title: Water Resources and Environmental Manager

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to manage the environmental compliance, industrial pretreatment, water resources, and conservation activities for the Public Works – Utilities Department to ensure compliance with all local, state and federal requirements. Environmental compliance includes drinking water, wastewater, reclaimed water, air quality, solid waste recycling, household hazardous waste disposal, and cross-connection and storm water. This is accomplished by overseeing programs, lab operations, sampling and monitoring, compliance, permitting, public education, and resources management. In the course of managing these activities and programs, this position frequently represents the City of Peoria with regulatory agencies, elected officials, and organizations with which Peoria is affiliated or has an interest. Other duties include participating in planning, budgeting, committees and task forces and other duties as assigned.

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. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) 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.

#	Code	Essential Functions
1	S	Manages the City’s water resource portfolio, which includes assessing and negotiating opportunities for the City to acquire additional water resources, and making recommendations on budgeting, ordering, recharging and reusing the City’s water resources.
2	S	Manages the environmental compliance activities of the Public Works – Utilities Department, which includes ensuring that drinking water, wastewater, reclaimed water, air quality, and storm water programs remain in compliance with applicable federal, state, and local requirements.
3	S	Develops divisional policies and procedures and short and long-term goals and objectives; informs and advises the senior management on issues, policies and strategies.
4	S	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes, and monitoring staff performance and development for the Environmental Resources divisions. Provides technical and administrative assistance to the Deputy Director of Public Works – Utilities and assists with assignments related to the divisions. The divisions include Water



		Resources and Conservation, Water Supply, Drinking Water and Wastewater Environmental, and Recycling Compliance.
5	S	Represents the city at meetings with the federal, state and local agencies, and the public to discuss, negotiate and resolve water resources, water quality, storm water, air quality and other environmental issues.
6	S	Reviews plans, permit applications, reports and documents as required and/or for City compliance. Oversees programs, lab operations, sampling and monitoring, compliance reporting, permitting, public education and resources management.
7	S	Develops and prepares Division budget, forecast expenditures. Authorizes payments, monitors expenditures and recommends adjustments as necessary.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over seven years up to and including nine years.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has major fiscal responsibility. Makes significant contribution to major financial decisions within the department. Responsible for major financial decisions within the department. Decisions may influence budget requests and departmental goals and objectives. Monitors budget plan, and adjusts work activity as necessary.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write technical reports, editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Arizona Class D driver's license required. Registered Arizona Professional Engineer or Geologist preferred, but not required. ADEQ Water or Wastewater Grade IV preferred, but not required.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
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.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations, observing work site, observing work duties, communicating with co-workers
Sitting	C	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	R	Files, equipment
Carrying	R	Files, equipment
Pushing/Pulling	R	Tables and chairs
Reaching	R	For files
Handling	O	Paperwork
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator
Kneeling	R	Filing in lower drawers
Crouching	R	Filing in lower drawers
Crawling	R	
Bending	R	Filing in lower drawers
Twisting	O	From computer to telephone, getting inside vehicle
Climbing	R	Storage tanks
Balancing	N	
Vision	C	Reading, computer screen, driving, observing work site
Hearing	F	Communicating via telephone/radio, to co-workers/public
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, laptop, printers and related software, vehicle, laboratory sampling equipment, hand tools

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

PROTECTIVE EQUIPMENT REQUIRED:

Protective Gloves, Safety Footwear

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other	

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other	
Recreation/Neighborhood Center			