

Position Code: 2547	FLSA Status: Exempt
Pay Basis: Annual (Salaried)	EEO Category: 2

GENERAL DESCRIPTION OF JOB CLASSIFICATION

The purpose of the job classification (class) is to oversee and manage the City of Chesapeake's major environmental programs. The job class is responsible for staff supervision, planning, policy, training, and budget analysis as well as advising City officials on environmental matters. In addition, the job class has primarily responsibility for the development, oversight, reporting, monitoring and inspections associated with such programs. The job class will conduct technical reviews of developments, approve and maintain related information, and provide assistance with project inquiries and customer service requests. The class works within a general outline of work to be performed and develops work methods and sequences under limited supervision.

TYPICAL TASKS

- Supervises assigned staff, including setting work priorities, planning, organizing, assigning, advising, assisting, motivating and training as necessary. Establishes work rules and performance standards and evaluates the work of assigned staff; participates in the selection of new employees, including making recommendations regarding hiring, discipline, transfer and termination.
- Plans, administers, and coordinates a comprehensive City-wide program and practices for the City's Municipal Separate Storm Sewer System (MS4) permit compliance to include coordinating inspections of private and City-owned stormwater Best Management Practices (BMPs), stormwater public education and outreach, investigations and enforcement of illicit stormwater discharges, ambient wet weather and hydrologic monitoring, and stormwater pollution prevention for municipal operations.
- Oversees Stormwater Water Quality (WQ), pollution prevention, and Total Maximum Daily Load (TMDL) programs; coordinates complex monitoring projects that may be completed by Stormwater staff or private contractors.
- Manages work orders, fee schedules, and Request for Proposals (RFPs) for the City's annual environmental professional services, hazardous waste cleanup and stormwater engineering services contracts; organizes work, prepares budgets and contract documents, schedules meetings, pre-project reviews of plans, and oversees WQ monitoring in progress to ensure standards are maintained and goals are achieved.
- Establishes environmental compliance requirements for all City departments based on their operations and requirements of the MS4 permit.
- Coordinates assigned activities within the Environmental Quality Section (EQS) and with other Public Works divisions, City departments, other agencies or organizations; directs changes in priorities and schedules as required to address weather conditions, emerging maintenance requirements and legal regulations.
- Organizes and conducts environmental training for City staff.
- Provides oversight of EQS facility and outfall inspection program including compliance with Virginia Pollution Discharge Elimination System (VPDES) permit requirements; reviews plans and conducts environmental inspections for Public Works, municipal facilities, and/or stormwater management projects; maintains program records that provide for the proper evaluation and documentation of required activities; coordinates the Illicit Discharge Detection and Elimination (IDDE) Program to maintain VPDES Permit compliance.
- Manages assigned operations to achieve goals within budgeted funds and available personnel; prepares and justifies budget for assigned area based on staffing and resource requirements, cost estimates, division objectives and departmental goals; monitors and documents expenditures for assigned area, assuring compliance with approved budget and applicable requirements.
- Responds to inquiries and concerns and provides consultation to contractors, staff, citizens, and other organizational agencies on environmental issues. Directs the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services related to stormwater BMPs.
- Acts as a principal advisor to the City Manager, City Attorney and City departments on environmental compliance matters, legislative items, and City code changes.

- Acts as a principal liaison between the City and the Virginia Department of Environmental Quality for air, water, solid waste, and hazardous waste issues.
- Represents the City on local, state and regional environmental groups and technical advisory teams.
- Writes grants and manages grant projects and reporting.
- Designs and generates reports for research and project tracking, compiles information, maintains data and written correspondence database files, administers written reports on conducted inspections, and distributes updated information.
- Stays abreast of current State and federal codes and prepares formal comments on codes, legislation, regulations, and laws governing area of responsibility.
- Attends or conducts staff meetings and/or training to exchange information; attends professional seminars or conferences to improve professional skills.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans, or directs others in the time, place or sequence of operations or major activities based on analysis of data or information, and may implement and report on operations and activities which are very broad in scope. Prepares and coordinates with internal and external entities to ensure compliance with regulatory requirements.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice or makes recommendations based on professional expertise; may enforce laws, rules, regulations, or ordinances. Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions. Works with various local, State and federal agencies and personnel as well as with individuals outside the City who may belong to professional or peer organizations.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems. Performs work involving the application of principles of logical thinking and scientific, legal, administrative, professional, or other practices to diagnose, define or solve practical or abstract problems; collects data within or applying to a widespread unit or division of the organization by tracking and reviewing operational impact including local, State and federal regulations.
Mathematical Requirements	Work requires the ability to perform algebraic calculations or statistics applying such functions as frequency distribution, reliability, validity and correlation techniques; may use descriptive statistic and rectangular coordinates; applies extensive understanding of operating policies and procedures to solve complex problems.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally, provides training and formal presentations to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; speaks formally and provides presentations to City management and City Council; composes complex original reports, manuals, training and other written materials using proper language, punctuation, grammar, and style.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of scientific methods and requires the application of scientific, engineering, legal, or managerial methods in the solution of technical, administrative, or legal problems; formulates important recommendations or makes technical decisions that have an organization wide impact; applies extensive understanding of operating policies and procedures and applies creativity and resourcefulness in the analysis and solution of complex problems or coordinates professional and sub-professional work in these disciplines; requires sustained continuous, close attention for accurate results and frequent exposure to unusual pressures.

Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions, affecting a major segment of the organization, subordinate workers, development community, the general public and others who depend on the service or product; develops policies and practices.
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EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in environmental science, biology, geology, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this job class requires a minimum of five years of related, full-time equivalent experience including two years supervising environmental specialists and/or technicians.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Combined Erosion and Sediment Control and Stormwater Inspector or Combined Program Administrator certification is required, or must be obtained within twelve (12) months of hire.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.