



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Engineering and Environmental Compliance Manager	<b>DEPARTMENT:</b>	Engineering
<b>REPORTS TO:</b>	General Manager	<b>FLSA STATUS:</b>	Exempt
<b>PREPARED DATE:</b>	July 2009	<b>APPROVED DATE:</b>	November 2015
<b>REVISION DATE:</b>	October 2015		

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### **SUMMARY**

Under the direction of the General Manager, the engineering and environmental compliance manager coordinates the planning, permitting, design, and construction tasks related to Authority operations and services; performs project management functions by coordinates engineering and construction management tasks for capital improvement and solid waste projects; coordinating the development of regulatory permit reports; oversees environmental compliance and permitting functions at the landfills and transfer stations; supervises construction workers and staff to construct improvements, assists with the development of the Authority budget; and if a licensed engineer, serves as the chief engineer for the Authority.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*(Other duties may be assigned.)*

*Project Management* - Develops and implements capital improvement projects; responds to public on issues related to capital improvement and landfill development projects; coordinates external consultants and contractors related to assigned projects. Manages procurement process for consultants and contractors, coordinates bid packages; analyzes responses; reviews proposal documentation prior to its release to the public.

*Environmental Permitting and Compliance at the Landfills and Transfer Stations* – Develops regulatory permit reports, oversees permitting and compliance; reviews and comments on regulatory matters; applies working knowledge of Title 14 and 27 of the California Code of Regulations, oversees operations of environmental systems; analyzes reports, maps, drawings, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data from regulatory reports; coordinates preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and designs for projects. Manages work performed by contractors, consultants and engineering firms.

*Budget and Finance* - Develops capital improvement budgets and assists the Operations Manager with the operations budget.

*Landfill Engineering and Inspection* – Provides construction management and/or oversight of consultants performing this work; and inspects construction site to monitor progress and ensure conformance to engineering plans, specifications, Authority Code and regulations, and construction and safety standards; coordinates construction and maintenance activities at project site.

*General Responsibilities* - Develops and recommends policies and policy revisions to the General Manager.

*If Licensed Engineer* – Designs, supervises and constructs facility improvements; plans, organizes, coordinates and directs planning, capital improvements, site development and permitting; provides technical representation to the Authority and its Board of Directors; certifies permits and plan and specifications; and reviews technical information prior to release to public.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

### ***Accountability/ Planning/Organizing***

Holds self and others accountable for required work output and standards. Ensures that effective controls and contingency plans are in place. Projects/tasks within area of own accountability are completed on time and within budget. Structures his/her department/team in an organized, efficient manner. Co-ordinates team activities to make the best use of individual skills and specialties. Accurately identifies the resources and time scales needed to meet objectives. Puts plans into action effectively. Has contingency plans in place to counter unforeseen developments.

### ***Communication (Oral/Written)***

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

### ***Employee Development/Empowerment***

Provides challenging assignments so employees can learn through practical experience and making mistakes. Actively assists employees in the identification of their learning and development needs and strategies, for current and future positions. Recognizes and builds upon employees' strengths and abilities. Has a formal, written development plan in place for each direct report. Provides relevant learning opportunities for employees to become highly competent. Organizes and structures work for employees in a way that encourages ownership. Encourages and promotes decision making authority and accountability at all levels. Provides the time, resources and opportunities for employees to undergo identified learning activities. Enables employees to take calculated risks and learn from their mistakes in a non-critical environment.

### ***Financial Management***

Demonstrates a broad understanding of financial management principles. Understands the key financial indicators affecting the organization. Accurately estimates project plans and budgets, using cost-benefit thinking. Manages and controls budgets effectively; monitors expenditures rigorously. Identifies cost-effective approaches to business operations without sacrificing quality.

### ***Leadership Skills/Strategic Thinking/Visioning***

Establishes unit vision and direction and motivates/inspires team members to follow suit. Believes in self and has a sense of purpose. Has good problem-solving and decision-making skills. Has good communication skills (oral and written). Leads by example, and with confidence and authority; takes charge of difficult situations. Has the courage of his/her convictions, and is not afraid to make difficult or unpopular decisions if necessary. Fosters good morale within the team. Treats others with respect and dignity, and establishes good interpersonal relationships. Makes others feel appreciated, valued and included, and so gains their respect. Demands excellence and recognizes and rewards excellent performance. Constructively criticizes when required, so underperformers are re-motivated to do better. Not afraid to take calculated risks and learn from mistakes. Embraces and initiates change. Is fair and forthright. Identifies and acts upon competitive threats and opportunities. Takes a long-term view of organizational issues and priorities. Formulates effective strategies consistent with the vision and mission of the organization. Involves, inspires and energizes others to commit to the vision and translating it into action. Uses the organization's strategies effectively to set realistic yet stretching goals. Develops and refines the vision and strategies to reflect constant and accelerating change. Continually seeks ways to expand and grow the business, and encourages employees to do the same.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Qualifications**

Five to eight (5-8) years of progressive experience in planning, design, permitting, environmental compliance and construction management of public works type projects including at least five (5) years in a managerial or supervisory position in the environmental or engineering field. An engineering or environmental Bachelor's degree from an accredited college or university will serve as two (2) years of experience.

## **EXPERIENCE AND KNOWLEDGE BASE**

- Understanding of civil engineering principles and practices, including the planning, development, design, maintenance, construction, and operation of public works facilities;
- Technical, legal, financial and public relations problem solving skills related to Authority engineering program and projects;
- Methods of preparing and administering designs, plans, specifications, estimates, and recommendations for public works facilities;
- Applicable County, State and Federal laws, codes and ordinances related to the design, construction and operation of public facilities;
- Methods, material, tools, and equipment used in the repair and maintenance of public works systems and facilities;
- Principles and practices of public administration, including administrative analysis, fiscal planning and control and policy and program development.
- Budget development, expenditure control, financial administration and financial record keeping;
- Demonstrates experience in sound customer service practices and procedures;
- Principles of employee development and training;
- Employs principles of supervision, training and employee evaluations.
- Working knowledge of Microsoft Office, AutoCAD and engineering and design software.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Possession of a valid and current registration as a Professional Engineer issued by the California Board of Registration for Professional Engineers is preferable but not required.
- Possession of a valid and current registration as a Professional Engineer qualifies the candidate for placement in a higher salary range approximately 15% above the management broadband.
- A valid California driver's license is required.
- Ability to acquire, or has acquired, Manager of Landfill Operations (MOLO) Certification, within one year of employment.

## **OTHER QUALIFICATIONS**

*Physical Demands* - 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

*Work Environment* - The work environment is a typical office setting, however field visits are required on a periodic basis, which may involve outdoor weather conditions, fumes, airborne particles, loud noise levels, and unpleasant odors. 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.

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I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

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Employee

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Date