

**CITY OF ARCADIA**  
**ENVIRONMENTAL SERVICES MANAGER**

**DEFINITION**

Under the direction, to perform complex professional water, wastewater, stormwater, refuse, and environmental administration duties; to develop, coordinate, and supervise the City's water, wastewater, stormwater, and environmental services programs; to advise and make recommendations regarding water, wastewater, refuse, and other environmental issues; and to provide highly responsible and complex administrative support to the Director of Public Works Services including interpreting and implementing various environmental regulations.

**SUPERVISION**

May exercise direct supervision over professional and technical staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Review practices and procedures for compliance with Federal, State, and local laws and regulations for the Water, Wastewater, Stormwater, Refuse, and Environmental Water Quality and Water and Energy Conservation Programs.

Implement and enforce federally regulated Pretreatment Programs and Non-Point Source Regulations; interprets and implements new regulations relating to safe Drinking Water Regulations, Non-Point Source and Title 22 regulations; administer the Hazardous Substances Management and Household Hazardous Waste Programs.

Maintain records for Industrial User Discharge Permits, inspections, sampling, and enforcement actions; prepare reports for local, state, and federal regulatory agencies such as the South Coast Air Quality Management District Subvention Fund Report, Federal Pretreatment and Storm Water Report.

Gather data and prepare reports to Federal, State, and local agencies in compliance with regulations of water, SB1383, AB1826, AB341, -recycling programs and other environmental programs.

Prepare, recommend, and implement revisions and amendments to ordinances and resolutions relating to water quality, wastewater, stormwater, water conservation, cross-connection control, water, and sewer rates, refuse and recycling programs and other water-related issues.

Prepare information for dissemination to the public regarding water conservation refuse recycling and other water programs.

Compile data from laboratory and complete reports to State Health Department and Federal Environmental Protection Agency for bacteriological, nitrate, and volatile organics contamination compliance, lead and copper compliance, and other constituents. Coordinate and schedule routine and special water quality samples with laboratory staff.

Evaluate the feasibility and implementation of environmental management programs relative to stormwater quality, environmental assessments, water quality, industrial waste programs, conservation, and contract management.

Serve as liaison with outside agencies, organizations, and government official at local, regional, and state levels.

Attend and participate in professional group meetings to stay informed of new trends and innovations in water, wastewater, stormwater, refuse and recycling, and other environmental fields to improve City projects, programs, and facilities.

Confer with and make presentations to members of the public to explain policies and programs. Prepare correspondence, reports, manuals, grant applications, and other written material.

Compile and analyze data and programs and make recommendations on the formulation of policies and procedures; investigate and respond to complaints, respond to request for information regarding environmental management programs, and coordinate field situations with other agencies to bring private concerns into compliance with existing rules, policies, and regulations.

Investigate, interpret, analyze, and make recommendations on proposals for new programs, services, and equipment; conduct surveys and perform research and statistical analyses on administrative, fiscal, and operational problems.

Analyze short-term and long-term programs that are needed to meet the City's compliance needs with outside regulatory agencies and to positively interact with engineering staff, external consultants and outside agencies and vendors.

Participate with Development Services in the review CEQA documents, performance of EIR/CEQA review for approved projects including preparation and monitoring of mitigation plans; supervise consultants.

Gather data and complete required reports including but not limited to NPDES reports, AB 939 reports, SB 1383 reporting, compliance reports including annual NPDES and reports on storm water and industrial waste statistics as they relate to the City.

Obtain required permits to construct and operate City-owned water and wastewater facilities, including SCAQMD, LARWQCB and DOHS permits.

Consult with and advise City staff regarding environmental issues, rates, budget, and capital improvement programs as they relate to this section.

Coordinate emergency preparedness activities for environmental-related services.

Prepare data for annual reports, rate studies, and water consumption statistics and all other environmental water related disciplines.

Monitor the preparation of water production and well level reports for submittal to State and local agencies.

Assist in the coordination of water purchases by the City.

Monitor proposed water, stormwater, and wastewater legislation.

Prepare and present written and oral reports regarding Department issues.

Develop and establish work methods and standards.

Coordinate the implementation of the City's NPDES Stormwater Program. Work directly with the Rio Hondo/San Gabriel Water Quality Group for stormwater compliance and implementation of group projects.

#### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

Methods and techniques of research, evaluation and report writing.

Principles, procedures, standards, practices, trends and information sources in the field of water, wastewater, stormwater and refuse and recycling.

Application of ordinances, legislation, policies standards, procedures and historical practices associated with water resources management.

Guidelines and requirements of CEQA, NPDES, AQMD, Clean Water Act, Safe Clean Water programs, Measure W, SB 1383, AB939 and stormwater pollution prevention plans as they apply to Cities.

Federal State and local regulations.

Industry categories/processes and associated wastewater services.

Water resources databases, microcomputer applications and graphics pertaining to this work.

Principles and procedures of record keeping.

Principles and practices of data collection and report preparation.

Principles of budget preparation and control.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Work alone or as a project team member to conduct research and to perform analysis of collected data.

Perform highly complex assignments, including special capital projects, budget development and review and supervision of consultant work.

Identify opportunities for the development of new and improved water, wastewater, stormwater, refuse and recycling, and energy resource programs; suggest improvements for delivery of service.

Recognize, design, develop, and implement water and environmental related programs suited to the needs of the organization.

Interpret and explain environmental related policies and procedures.

Analyze and compile technical and statistical data and prepare comprehensive reports.

Prepare reports, brochures, and information for City use and public distribution.

Properly interpret and make decisions in accordance with applicable laws, regulations, and policies.

Conduct work in a safe manner in accordance with established policy.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Review County, State and/or Federal Grant funding opportunities for water and environmental grants and prepare proposals to outside agencies to assist with compliance with various environmental programs.

**Minimum Qualifications:**

**Experience:**

Four years of increasingly responsible environmental related administrative experience.

Specific water, wastewater, stormwater and environmental experience in a public sector agency is highly desirable.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, public administration, business administration, engineering, or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** April 2002

**Revised Date:** August 2022