



City of Tempe

ENVIRONMENTAL SERVICES MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	444	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$98,875
<i>Supervision Level:</i>	Manager	<i>Salary / Hourly Maximum:</i>	\$133,481
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Environmental Services Manager
<i>Drug Screen / Physical:</i>	Y	N	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

The role of the Environmental Services Manager is to oversee the Environmental Services Section within the Water Utilities Division of the Municipal Utilities Department. The Environmental Services Manager is responsible for planning and overseeing staff resources within the section; administering the budget for the section; handling complex administrative duties; and managing all aspects of work product. The Environmental Services Manager classification works as a team within the division to carry out the strategic vision of the Deputy Director and Municipal Utilities Director.

REPORTING RELATIONSHIPS

Receives direction from the Deputy Municipal Utilities Director – Water Utilities or from other supervisory or management staff.

Exercise direct supervision over professional and technical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of professional level experience administering activities related to environmental protection programs, including two years of supervisory responsibility.
<i>Education:</i>	A Bachelor's degree from an accredited college or university with major course work in environmental science or planning, natural resource or utility management, chemistry or biology, engineering, public policy or administration, law or degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize and provide leadership to key programs in: regulatory compliance; industrial and commercial inspections for wastewater, stormwater, and cross connection control; water and wastewater sampling and laboratory analysis; strategic water quality planning; and other environmental initiatives within the Water Utilities Division of the Municipal Utilities Department; to ensure compliance with Federal, State and local requirements; and to perform a variety of technical tasks relative to assigned area of responsibility.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Collaborate with section supervisors to plan, prioritize, assign, supervise and review the work of staff involved in environmental inspections, sampling, water quality laboratory analysis, regulatory compliance, water quality process coordination, and resource recovery.
- Direct the section budget preparation and administration; prepare cost estimates for budget recommendations; forecast additional funds needed for staffing, equipment, materials, and supplies; submit justifications for program expenditures; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary actions as necessary.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Coordinate activities with other City divisions and departments, outside agencies, environmental organizations, and the public.
- Ensure all water quality programs: drinking water, wastewater, AZPDES, APP, etc., are in compliance with federal, state and county regulations.
- Provide technical and administrative assistance to the Deputy Director - Water Utilities.
- Manage water quality process control support for operations staff and long-range water quality planning.
- Maintain records, interpret results and prepare reports.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Recommend and assist in the implementation of section and department goals and objectives; implement policies and procedures.
- Maintain databases and managements systems for tracking program data and metrics, laboratory analysis, regulatory compliance, sampling and inspections, and resource recovery programs.
- Coordinate water quality research efforts and involvement.

- Prepare written reports detailing regulatory compliance and enforcement activities for Federal and State agencies.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Reclass/Title Change April 2002

Revised December 1998

Effective December 1994

Revised December 2006

Revised August 2010 (updated job title and change to division)

Revised December 2016 (added physical/mental activities)

Revised June 2018 (updated min quals, essential job functions, and job duties)

Revised March 2019 (PW reorg – moved to Municipal Utilities Dept)