

CITY OF FOLSOM

ENVIRONMENTAL SPECIALIST SUPERVISOR

DEFINITION

Under direction, plan, organize, direct, coordinate, supervise, and evaluate the Environmental Specialist activities including program management, educational training, safety awareness, and environmental audits involving site characterizations and remediations, asbestos, lead-based paint, and other hazardous materials.

SUPERVISION EXERCISED

This class provides direct and indirect supervision to lower level personnel for a preponderance of the time.

DISTINGUISHING CHARACTERISTICS

The Environmental Specialist Supervisor is distinguished from the Senior Environmental Specialist lead classification in that the former has greater responsibility, autonomy, and discretion in planning and performing or overseeing the most difficult and complex projects. Incumbents in the Environmental Specialist Supervisor class have a day-to-day oversight and responsibility for assigned work and may delegate or authorize assigned work to the leadworker or lower level classifications.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Plan, direct, and supervise staff engaged in environmental services activities as well as clerical staff.
- Assign work, make hiring decisions, supervise, train, discipline, and evaluate performance of subordinate staff.
- Recommend and implement unit goals and objectives as well as policies and procedures.
- Provide technical assistance to staff in the development, implementation, and management of hazardous materials management programs and/or residential and commercial recycling programs.
- Oversee the preparation of grant applications and the administration of grants.
- Assist in developing and administering program budgets and monitoring costs and fees.
- Respond to sensitive complaints, concerns, and questions from the public; respond to media inquiries.
- Manage request for proposals for division services, which includes soliciting suppliers, reviewing proposals, and making selection recommendation.
- Analyze reports and studies.
- Prepare business correspondence.

- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.

Knowledge of:

- Principles and practices of supervision, training, discipline, and performance evaluation.
- Establish, monitor, and control projects and schedules to meet goals and objectives.
- Methods and procedures used in inspecting, identifying, and correcting hazardous conditions associated with hazardous materials or wastes.
- Hazardous material, industrial hygiene, transportation, and disposal practices.
- Asbestos, lead or lead-based paint survey procedures, and asbestos and lead abatement design practices and procedures.
- Principles and practices of emergency preparedness.
- Effects of hazardous materials and their interaction with human health and the environment.
- Recycling techniques as related to the environment, energy conservation, and the economy.
- Municipal, commercial, and industrial recycling programs.
- Materials, equipment, and methods used in recycling operations.
- Local environment, political, and planning issues of concern to solid waste disposal.
- Federal and state standards, acts, and regulations regarding recycling programs and hazardous materials.

Ability to:

- Supervise, train, discipline, and evaluate subordinates.
- Provide technical advice to subordinate personnel in solving difficult problems or assignments.
- Recognize problems and develop recommendations for complex environmental management problems and oversee corrections.
- Provide project management, budget, and project schedules.
- Prepare contract plans and specifications.
- Review and interpret the impact of legislative changes.
- Analyze and use information to make sound decisions and recommendations.
- Make effective presentations before groups.
- Analyze statistical data.
- Prepare clear and concise reports and correspondence.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Two (2) years of full-time experience as a Senior Environmental Specialist with the City of Folsom.

OR

Education:

A bachelor's degree in geology, environmental engineering, industrial hygiene, environmental science, environmental studies, chemistry, biology, or a closely related field from an accredited college or university.

Experience:

Five (5) years of full-time experience developing and promoting recycling or resource recovery programs or other comparable Solid Waste Management or other environmental programs, including two years of full-time supervisory or leadwork experience over lower level personnel; OR, five (5) years of full-time experience in project management involving asbestos and lead-based paint related hazardous materials programs and/or facilities, including two (2) years of full-time supervisory or lead work experience over lower level personnel.

License, Certificate, Registration Requirements:

Possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: