Mt. View Sanitary District

JOB TITLE: Environmental Services Manager

FLSA: EXEMPT
October 1, 2026

ENVIRONMENTAL SERVICES MANAGER

DEFINITION

Under general direction, plans, organizes, directs, oversees, and personally performs professional-level work in support of all District environmental compliance activities, including management and oversight of the National Pollution Discharge Elimination System (NPDES) permit, air quality permits and programs, laboratory, marshes, and Marsh Management Plans, pollution prevention and source control program; performs complex and technical support to the Deputy General Manager or General Manager; assumes responsibility for a variety of programs, projects, and special assignments; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy General Manager. Provides direct supervision to the Laboratory Analyst and general supervision to supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This single-position management-level class is responsible for diverse, technical, and complex work and requires significant strategy, judgment, and decision-making; performs or oversees and directs all aspects of the District's environmental programs, ensuring compliance with federal, state, and local laws and regulations; coordinates with various District departments and serves as liaison with regulatory and other public agencies; and conducts or supports environmental studies, plans, and reports.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, implements, and manages an environmental services work plan with goals, objectives, and priorities to provide continual improvement of processes, automation, and document management.
- Oversees and ensures that District activities and operations comply with applicable Federal, State, and local laws, statutes, regulations, and policies; monitors and analyzes changes in laws, regulations, and technology that may affect the District's compliance; consults with the management team in formulating District policy as it relates to environmental and regulatory compliance; develops and implements policy and procedural changes as required.

- Manages the on-site laboratory and the associated quality programs; receives and interprets laboratory data from wastewater and environmental samples and applies results to regulatory requirements.
- Identifies training needs and develops training plans; provides or coordinates staff training; participates in various conferences/training to maintain awareness of new trends and developments related to environmental or regulatory compliance for assigned areas of responsibility.
- Selects, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with standards, completes performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Represents the District before boards, political bodies, committees, and the general public.
- Oversees the preparation and submission of statistical and analytical reports to regulatory agencies such as the San Francisco Regional Water Quality Control Board (SRWQCB) and the Bay Area Air Quality Management District (BAAQMD); prepares reports and recommendations for the Board of Directors.
- Develops and oversees the environmental budget, which includes forecasting of funds needed for staffing, equipment, and supplies; monitors and approves expenditures.
- Negotiates and administers contracts for a variety of routine and complex consulting projects, including monitoring and reviewing progress and scheduling and approving progress payments.
- Participates in the Safety Committee and supports the Safety Coordinator with risk management in matters relating to environmental safety issues.
- Conducts or directs the conduct of various research studies, analyzes results, evaluates alternatives, makes recommendations, and prepares narrative and statistical reports.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances, and other written materials.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable Federal, State, and local laws and regulations as they relate to regulatory compliance for assigned areas of responsibility; regulatory agency functions and processes.
- Principles and practices of budget preparation and administration.
- Basic principles and practices of wastewater collection, treatment, and discharge.
- Principles and practices of developing, implementing, and managing comprehensive environmental programs, studies, and investigations.
- Principles and methods of chemical, physical, and bacteriological analyses of wastewater.
- Principles and practices of safety applicable to areas of responsibility, including but not limited to, Cal/OSHA General Industry Safety Orders, the District's Injury and Illness Prevention Program, and other District Safety Directives.
- Principles and practices of leadership, management, and supervision.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work and meet critical time deadlines; appropriately delegate authority and responsibility.

- Provide administrative and professional leadership and direction to the department and the District, including effective communication, motivation, and organization strategies; plan, organize, review, and evaluate the work of technical and administrative personnel; effectively apply District personnel policies, including disciplinary.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner; analyze accounting and budgetary information; present alternatives and recommendations.
- Interpret, apply, explain, and ensure compliance with District policies and procedures and Federal, State, and local laws, rules, regulations, and procedures.
- Establish, maintain, and foster cooperative and effective working relationships with those contacted in the course of work; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; provide a high level of customer service to the public and District staff, in person and over the telephone.
- Oversee and coordinate maintenance of the official records of the District.
- Establish and manage a comprehensive monitoring and reporting program and regulatory permits tracking system.
- Think strategically and address both significant details and larger overall program goals.
- Conduct or manage complex research projects or studies, collect data, establish facts, evaluate alternatives, make sound recommendations, and prepare clear, concise, and effective reports, correspondence, policies, procedures, and other written materials.
- Operate modern office equipment and computer applications related to the work.
- Effectively communicate in person, over the telephone, and in writing.
- Perform work under minimal supervision and within an environment of competing priorities and deadlines.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a bachelor's degree from an accredited college or university with a major in environmental engineering, environmental science, environmental public policy, biology, chemistry, or a closely related field and eight (8) years of progressive experience in environmental compliance, water quality, environmental regulation, or wastewater laboratory with at least four (4) of the years in a supervisory or management capacity.

Licenses and Certifications:

- Must possess and maintain a valid Class C California driver's license. Must continue to meet all of the provisions of the District to be insured with the terms and conditions of the District's insurance program as a condition of employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although employees must be able to stoop, bend, kneel, crouch, reach, push, and pull and lift up to 25 pounds. Walking between work areas and standing in the treatment plant area or lab is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL ELEMENTS

The employee works primarily in an office environment but is occasionally exposed to loud noise levels, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. The employee may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

OTHER REQUIREMENTS

Employees of the District are, by State law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area.