

City of San José
CLASS SPECIFICATION

Title: Supervising Environmental Services Specialist (8204)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Exempt

CLASS SUMMARY

Under general direction, plans, organizes, and supervises the activities of assigned staff and program area within a major division of the Environmental Services Department and within other departments that carry out environmental regulatory programs; coordinates assigned program area activities with other divisions, departments, and organizations. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is designated as management and supervises other professional staff, as well as managing programmatic teams by providing direction and leadership. Incumbents in this classification are responsible for the successful development, implementation, and/or ongoing supervision and overview of assigned program(s). This classification not only supervises and oversees assigned professional staff, but also performs the most complex and specialized functions in support of assigned program(s).

QUALIFICATIONS

Minimum Qualifications

Education and Experience

A bachelor's degree from an accredited college or university, AND four (4) years of increasingly responsible experience in developing, promoting, and/or implementing environmental programs (e.g.: programs in air quality, integrated waste management, biology, agriculture, energy, forestry or parks, habitat restoration, wastewater, water resources, stormwater, archaeology, geology, resource conservation, industrial or environmental health and safety, or any program emphasizing environmental sustainability or environmental regulatory compliance), including two (2) years of experience leading people or projects.

Relevant experience in environmental services programs typically includes: preparing outreach/educational materials, conducting survey work, tracking and monitoring deliverables, coordinating special events, promoting programs, implementing new programs, policy development, planning and permitting, grants or contracts administration, analyzing data and creating reports, and/or tracking budgets.

Acceptable Substitution

- A master's degree from an accredited college or university in environmental studies or related field may be substituted for one (1) year of the required experience developing, promoting, and/or implementing environmental programs.
- Additional years of experience in developing, promoting, and/or implementing environmental programs may be substituted for the bachelor's degree requirement on a year-for-year basis.

Required Licensing

Designated positions may require a valid State of California Environmental Health Specialist registration pursuant to California Health & Safety Code, Sections 106600-106735.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

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Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Project Management - Ensures support for projects and implements agency goals and strategic objectives.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Principles and practices of the technical field related to the assigned program area to include such areas as integrated waste management, storm water conveyance, wastewater flow reduction, environmental resources planning, or environmental protection enforcement.
- Principles and practices of environmental science and related areas such as chemistry, biology, and/or ecology as it applies to designated program areas.

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Ability to:

- Organize, direct, and implement an assigned environmental program in such areas as integrated waste management, stormwater conveyance, wastewater flow reduction, environmental resources planning, and environmental protection/enforcement.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Participates in a team management approach by managing objectives and results of assigned program(s) utilizing consensus decision-making; encouraging staff to broaden skill sets; and coaching employees as a method of motivation.	Daily/Several Times
2.	Develops and oversees the development of the program area work plan; assigns and facilitates the balancing of work activities, projects, and programs as created through the larger group process; monitors workflow and maintains timelines; reviews and evaluates team and individual work products, methods, and procedures.	Daily/Several Times
3.	Assists in the development and implementation of divisional goals, objectives, policies, and procedures; works closely with assigned staff to develop and implement program area work plans and projects that achieve the goals and objectives of their departments.	Daily
4.	Plans, organizes, and supervises assigned program area activities, including performing staff supervision, team development and leadership, technical staff development, and providing subject matter expertise in a specialized technical area.	Daily
5.	Builds and maintains positive working relationships with co-workers, other city employees, other organizations and their representatives, and the public, exhibiting effective customer service and communications skills.	Daily
6.	Prepares a budget and projections for assigned program(s); monitors expenditures and revenues and ensures that they are within budget targets; participates in the forecasting of funds needed for staffing, equipment, materials, and supplies; administers the approved budget.	Weekly
7.	Monitors and oversees consultant and franchise contracts and grants; conducts site visits to review work in progress; audits records and bills to ensure contract compliance; reviews work products to ensure quality and compliance with organizational requirements.	Weekly
8.	Participates in recommending the appointment of personnel; provides or coordinates staff training and coaching; conducts performance evaluations and implements performance development plans for staff; implements discipline procedures as necessary; maintains staff quality and high standards required for the efficient and professional operation of the Department.	Intermittent
9.	Represents the division and assigned program area to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.	Intermittent

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
10.	Researches and prepares technical and administrative reports, and prepares written correspondence.	Intermittent
11.	Maintains certifications for programs delegated to City authority, which may require periodic re-certification through State or Federal authorities.	Intermittent
12.	For certified programs, develops and promotes staff professional training, participates in State-sponsored training and State committee representations for the program, and actively maintains support of the certified program through legislative advocacy taken in concert with the City's legislative office.	Intermittent
13.	Performs permitting, enforcement, and other program responsibilities as required by certification for programs that are delegated to City authority by State or Federal authority.	As Required
14.	Performs other related work as required.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY Created 03/96, Rev. 09/97, Rev. 12/97, Rev. 06/22; s003