



# Environmental Services Manager

## City of Kenmore

### SUMMARY

Plans, implements, and directs environmental services activities that include regulatory compliance, management of the City's stormwater utility, scoping and management of capital improvement projects, and development review of surface water facilities, and implementation of the City's climate action plan. Implements stormwater, watershed, climate, and related health and environmental goals established by the City and its permits. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, controls, integrates, and evaluates the services provided by the environmental services division of the Public Works Department. Develops, implements, monitors, and reviews accomplishments against annual performance plans and ensures that services are provided in alignment with the City's goals and core values.
- Implements the City's NPDES Phase II Municipal Stormwater Permit and other regulatory compliance obligations such as the Puget Sound Water Quality Management Plan, Total Daily Maximum Load (TMDL), and 2005 Chinook Salmon Conservation Plan for Water Resource Inventory Area (WRIA) #8.
- Implements the City's climate action plan and coordinates efforts between City departments and external stakeholders.
- Applies the rules and principles of surface water management and design (flow and quality), utilize equipment and techniques used in inspections, and prepare calculations for material volumes.
- Implements national, State, and regional permit requirements for City activities that trigger such review, including but limited to water runoff discharges, in-water use of chemicals or management of vegetation. Conducts public education and outreach.
- Oversees construction projects and inspection/maintenance of existing facilities.
- Reviews and provides direction for storm water facilities proposed as part of land development and capital improvement projects.
- Develops a system of maps to locate as-built public and private surface water facilities. Oversees compliance with the State "dig law" to provide stormwater utility locate services.
- Implements surface and ground water monitoring/sampling programs in the City. This may include, but is not limited to, reviewing and analyzing information for total maximum daily loads, illicit

discharge detection and elimination, erosion and sediment control, outfall monitoring, and any monitoring/sampling related to City projects.

- Works with agencies and the community to address watershed and related programs such as: noxious weed abatement, plantings, wetland and floodplain property acquisition, and rehabilitation of swales for water quality.
- Participates in regional committees and task forces that advance a multi-jurisdiction, integrated approach to surface water quality and flow control.
- Serves as a project manager for surface water projects (as needed). Duties include overseeing/preparing specifications, cost and quantity estimates, design, and construction.
- Stays current with best management practices for erosion control. Review and provide guidance on development and City project erosion control methods. Perform site inspections as needed to ensure erosion control meets requirements.
- Creates, assembles, and maintains complete files of work-in-progress and code compliance inspections.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

## **QUALIFICATIONS**

### **Knowledge & Skills:**

- Professional specialization in natural and environmental sciences, civil engineering, construction, biology, and geography.
- Knowledge sufficient to understand, interpret, explain, and apply all policies, laws, regulations, codes, and ordinances applicable to environmental services in the City.
- Advanced knowledge of the State's NPDES permit program.
- Ability to work as a contributing member of the City's leadership team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Working knowledge of contract administration. Requires advanced mathematics skills to perform technical calculations and financial computations.
- Writing skills sufficient to produce or review technical documentation, which may include but is not limited to inspections, standards, scientific reports, and work-in-progress. Requires well-developed English language skills sufficient to prepare technical reports and correspondence. Requires sufficient interpersonal skills to convey technical concepts, specifications, codes and rules to, and work cooperatively with internal and external customers.

### **Abilities:**

- Perform, plan, direct, integrate, and implement the functions within the division.
- Implement policies, laws, regulations, codes, development codes and ordinances applicable to environmental services in the City.
- Manage, implement and maintain compliance with the city's municipal stormwater NPDES permit. Requires the ability to develop and administer business plans and budgets.

- Direct and perform difficult research and analysis. Requires the ability to understand, interpret, explain and apply all policies, laws, regulations, codes, and ordinances applicable to environmental services in the City.
- Conduct presentations clearly, logically, and persuasively in public meetings, to other organizations or stakeholder groups and to other city departments.
- Read construction-related drawings and documents.
- Conduct mathematical computations using algebra and geometry.
- Work as a contributing member of the city's leadership team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Lead a team of environmental professionals comprising the Environmental Services Division, which includes but is not limited to mentoring, professional development, training, conducting evaluations and managing staff performance in line with the goals and core values of the city.
- Work varying work hours in response to City and customer needs.
- Visit remote sites and to work extended hours for the purpose of conducting meetings and public processes.
- Near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts.
- Alternatively sit and stand for sustained periods of time to deliver presentations and perform counter work and be on uneven surfaces out in the field.
- Sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Visual acuity to read words and numbers.
- Auditory ability to carry on conversations over the phone and in person.
- Driving ability in order to transport oneself in and around Kenmore and King County.
- Provide up to 50 lbs of lifting force and ability to climb up and down vertical ladders in confined spaces.

#### **Education and Experience:**

- The position typically requires bachelor's degree in civil engineering, environmental sciences or similar discipline, and
- Eight years' related experience, including three years at a senior position or equivalent leadership capacity.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

#### **Licenses and Certificates**

- May require a valid driver's license.
- Certified Erosion Sediment Control Lead certification required or ability to obtain within 6 months of employment

#### **ADDITIONAL INFORMATION**

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, and proximity to moving equipment.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening or weekend meetings when necessary.

#### **OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE**

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore’s downtown and is within walking distance of many local businesses, restaurants and parks!

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

**Department: Environmental Services**

**FLSA: Exempt**

City of Kenmore

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