

**SUSTAINABILITY ADMINISTRATOR – NON-POTABLE WATER**

**Job Summary:**

Under general supervision, serves as the technical expert for environmental compliance developing strategic plans and objectives to meet current, developing and future regulatory requirements associated with local, state, and federal environmental regulations related to non-potable water including but not limited to MS4 and the NPDES Program.

Performs professional program and project management duties. Develops, implements, and coordinates non-potable water projects for City facilities. Provides direction to various customers, City staff and the general public regarding non-potable water related projects and issues.

**Essential Duties and Responsibilities:**

1. Prepares plans; collects, analyzes and reports data, assess operations and processes for compliance
2. Plans, directs and coordinates the activities of City non-potable water programs, Develops, coordinates and implements comprehensive Citywide policies and plans.
3. Acts as an expert and advises the Department and City leadership on environmental issues; monitors federal, State, regional, County environmental legislation; advises staff in resolving complex or technical issues, supports other City Committees, Commissions and City Council on Environmental Matters.
4. Interfaces and communicates with environmental organizations, utility agencies, public service providers, non-profit partners, City Council and City Commissions, City personnel, developers, contractors, businesses and property owners, engineers, planners and the public.
5. Maintains expert knowledge of environmental programs and systems, principles and practices, research methods, codes, regulations, ordinances, management principles, and applicable laws.
6. Coordinates and reviews federal, state and local funding sources; writes grants and monitors grant-administered programs to ensure contract compliance.
7. Reviews and/or prepares written communication, make presentations to the City Council, private and public organizations, boards and commissions, outside agencies, and city management staff.
8. Evaluate capital project designs for sustainability impacts, perform audits, identify project and funding requirements, prepare work scope and contract documents, review as-built drawings, and O&M manuals, assure system commissioning, and develop design standards;
9. Develop budgets and forecasts, monitor and analyze costs/, recommend strategies, and investigate new technologies;
10. Ensure that all available rebates and/or grants are pursued to facilitate the reduction of operating costs;
11. Identify conservation opportunities and create a plan taking into account system interaction, utility rate structure, equipment life expectancy, maintenance, impact on building operation and relative payback;

12. Interact with local utility companies and various state and federal agencies to stay abreast of current trends;
13. Develop specific proposals to meet conservation needs
14. Plan and direct project management activities for a variety of conservation projects
15. Develop informational materials related to sustainability for City employees, residents and the general public.
16. Oversee the coordination of staff education and training related to the NPDES program and other environmental programs, and ensures compliance with Federal and State mandated regulations and standards as they are updated or changed.
17. Perform inspections to assess compliance with local, state, and federal water quality regulations
18. Investigates complaints of potential violations of water quality regulations to determine the nature, source, and extent of the problem; prepares reports to summarize findings and next steps
19. Assist with the implementation of Best Management Practices (BMPs) to ensure proper stormwater runoff, develops BMP monitoring and enforcement databases
20. Perform sampling and testing, and analyzes and interprets data from non-potable water sources
21. Perform technical engineering duties in the design and construction of Public Works engineering projects.
22. Other duties as assigned

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and/or Experience:**

Bachelor's degree in engineering or related field and four years' experience in Sustainability/Environmental related programs, or progressively responsible experience in managing complex or technical Environmental programs. Recent, related work experience in a municipal environment is desirable.

**Knowledge of:**

- Principles, practices, and techniques of public administration with an emphasis in sustainability programs and policy.
- Applicable federal, state and local laws and regulations related to the environment and sustainability.
- Quantitative research and management analysis techniques.
- Budget development and administration.
- Research methods
- Project management methods and techniques.
- Technical design and application of sustainability measures used in retrofits and new construction.
- Concepts and principles of sustainability related to facilities and infrastructure.

CITY OF CARSON

Class Specification

City Council Reso. No:

Bargaining Unit: Prof. Assn.

FLSA: Exempt

- Technical issues related to non-potable water
- Applicable federal, state and local laws, codes and regulations.
- Principles, procedures, standards, trends and information sources in the field of non-potable water.
- Application of ordinances, legislation, policies standards, procedures, and historical practices associated with non-potable water resources management.
- Federal, State, and local regulation pertaining, but not limited to guidelines and requirements of CEQA, NPDES, Clean Water Act, and stormwater pollution prevention plans as they apply to cities.

**Skill and Ability to:**

- Ability to manage multiple priorities and projects.
- Ability to work on a team, build coalitions, and communicate effectively with a diverse community.
- Interpret and apply policies, rules, and regulations.
- Perform complex policy analysis and research.
- Prepare and present clear, concise and comprehensive written and oral reports and recommendations.
- Work independently and collaboratively to resolve issues and reach consensus.
- Establish and maintain effective and cooperative working relationships with City employees, various businesses, community groups and agencies, and the general public.
- Conduct analytical, statistical and financial research and make recommendations.
- Organize, analyze, and graphically represent data using technical software applications.
- Read and interpret plans
- Work with county and regional level entities and understand and apply their rules and regulations.
- Review documents and operational procedures; interpret, identify, explain and problem solve issues and recommend corrective action.

**License and Certificate:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program.

**Physical Requirements and Working Conditions:**

Positions in this class normally:

- Require to meet approved minimal physical and medical standards.
- Require vision (which may be corrected) to read small print.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to use city or personal vehicle in the course of employment.

- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- These functions are representative and may not be present in all position in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.

DRAFT