

**City of Imperial Beach**  
**POSITION DESCRIPTION**

**Title:** Environmental Manager  
**Department:** City Manager  
**Division:** Management

**GENERAL PURPOSE**

To perform professional environmental studies; to make presentations and recommendations in the preparation and implementation of environmental policies, plans and municipal permit 2001-01 and AB939 and to perform related work as required.

**SUPERVISION RECEIVED**

Works under the general supervision of the Public Works Director.

**SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Incumbents are responsible for processing highly complex projects generally characterized as having substantial public controversy, several environmental planning issues, and/or a higher level decision making body (e.g. Planning Commission, Board of Supervisors) including the processing of projects required in the Municipal permits 2001-01 and AB939. Have supervisory and administrative or lead responsibilities. Incumbents may have specialized knowledge in an environmental field. This class is distinguished from the next lower class. Environmental Manager by its supervisory and/or lead responsibilities and level of expertise and experience in a particular or specialized field. Evaluates discretionary project applications for compliance with the Municipal Permit 2001-01 environmental laws, ordinances, policies, and general principles relating to environmental resource planning; reviews, comments and documents data, analyses in support of the preparation of city policies, plans and programs concerning environmental issues; coordinates with city and other federal, state and local agency staff to assure compliance with applicable resolutions; conducts field research to evaluate environmental issues; evaluates reports prepared by environmental consultants. Administers consultant contracts for the completion of environmental analyses conducted pursuant to the California Environment Quality Act; gives oral presentations and responds to questions of City public hearing bodies and City management; interfaces with discretionary land use project applicants (privately initiated projects), attorneys and consultants on the requirements of CEQA and other laws, ordinances and policies relating to environmental resources; develops and manages project schedules and budgets; evaluates the consistency of project submittals with regard to previously imposed conditions of approval and City ordinances; and responds to public (both public counter and by telephone) inquiries regarding environmental issues and project processing. Assigns, reviews and evaluates the work of others; develops recommendations and assists in the ensure

compliance with all pertinent Federal, State, and County ordinances and regulations to promote growth and development of all environmental staff.

## **PERIPHERAL DUTIES**

### **Biology:**

Provides technical expertise in the field of biology; prepares and/or reviews projects for potential biological issues, biological survey reports resource management plans prepared by consultants; assesses significance of biological resources; suggests appropriate mitigation measures for the protection of biological resources.

### **Geology:**

Provides technical expertise in the field of geology; reviews projects to identify potential geologic issues and technical reports covering such topics as geologic hazards (e.g. landslides, rock fall, seismic rupture, soils) mineral resources, and adverse soil conditions; assesses the significance of geologic hazards and resources; and suggests appropriate mitigation and measures to minimize geologic hazards and to protect and us geologic resources appropriately.

### **Noise:**

Provides technical expertise in the field of acoustics; reviews projects to identify potential noise related issues, technical reports covering potential noise related issues completed by consultants (including the monitoring of noise levels and calculating anticipated noise levels); and recommends appropriate mitigation measures for the minimization of adverse noise related impacts.

### **Air:**

Provides technical expertise in air pollution control; reviews projects to identify potential air quality related issues; technical reports covering potential air quality related issues completed by consultants (including the maintenance of air quality and calculating anticipated pollutant levels); and recommends appropriate mitigation measures for the minimization of adverse air quality impacts.

## **EDUCATION AND EXPERIENCE**

- A Master's degree from an accredited college or university in anthropology with an emphasis in biology with a concentration in wildlife and/or botany; geology; or any one of the following life and physical sciences; geography; ecology; zoology; or environmental management.
- One (1) year of professional level experience in a planning or environmental agency; OR

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**Environmental Program Manager**  
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- A Bachelor's degree (school and discipline as in master's) AND two (2) years of professional level experience as stated above.
- Professional level experience in an environmental agency may substitute for education on a year-for-year basis, for up to two (2) years of the education requirement. Experience should have included writing narrative reports and recommendations, and making presentations to Legislative Bodies, Planning Commission's and/or a Board of Planning and Zoning Appeals, or similar legislative and administrative bodies.

**SKILLS AND ABILITIES TO**

- Effectively communicate, both orally and in writing.
- Summarize technical information relevant to environmental issues.
- Collect and categorize environmental data.
- Identify and evaluate environmental resources.
- Make oral presentations at public hearings or meetings
- Deal tactfully and effectively with the public and provide quality customer service.
- Perform specialized environmental studies.
- Write reports and make recommendations

**TOOLS AND EQUIPMENT USED**

Typewriter; personal computer, including word processing; spreadsheet and data base software; 10- key calculator; phone; copy machine; fax machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or listen, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Most work will be completed in an office environment. However, a limited amount of fieldwork is required. Fieldwork has inherent concerns including, but not limited to, exposure to wild and domesticated animals, poisonous plants, long driving hours to survey sights, and extensive walking or hiking in very remote areas. Position may require limited fieldwork and exposure to pesticides, chemicals, dust, noise and hazardous materials. Protective clothing and equipment will be provided.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.