

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Assistant Director of Environmental Services
Sch & Grade PAT -14U
Class Code AB09
FLSA Status Exempt
Bargain Unit Elig. Not Eligible
Occupational Group Engineering

PRIMARY PURPOSE:

This position serves as the principal assistant to the Director of Environmental Services. Oversight responsibilities include the Sanitary Sewer Collection system and Wastewater Treatment Plants, as well as the Integrated Solid Waste Management System.

SUPERVISION:

Under the general supervision of the Director of Environmental Services; supervises and leads staff across the Department.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and directs the activities of all divisions of the Department of Environmental Services.
2. Works closely with staff and stakeholders to implement the Sanitary Sewer Overflow Control Plan, the Integrated Solid Waste Management Plan, and the Integrated Plan for the Environment.
3. Supervises and participates in the development and implementation of departmental policy; advises the Director of policy issues and makes decisions when appropriate.
4. Provides leadership and communicates clear goals and objectives for the department, which is consistent with overall departmental and City goals, and promotes team efforts through a continuous quality improvement environment.
5. Coordinates environmental services and activities with other City departments, consulting engineers, architectural firms as well as other local and area agencies or governments, and fosters a cooperative relationship.
6. Represents the department through preparing and delivering informal and formal presentations to City Council, civic groups, neighborhoods, customers and community members as part of the department's commitment to working with the community.
7. Directs assigned personnel, evaluates their performance, and promotes training to further individual professional development.
8. Serves as the Director of Environmental Services in the Director's absence.
9. Projects future staffing and capital needs using long-range financial models.
10. Coordinates with the Human Resources department to create and modify job descriptions, disciplinary action, and reviews employee evaluations for appropriate content and effectiveness.
11. Prepares and submits written reports as required; may prepare ordinances, resolutions and contracts.
12. Works with each division to complete and submit an annual operational budget.

IMPORTANT FUNCTIONS:

1. Attends workshops, conferences, and other training for professional development purposes.

Performs related work as required.

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough knowledge of engineering principles, particularly for discipline relative to environmental services; federal, state, and local laws and regulations affecting environmental services; public administration techniques as relative to the Department of Environmental Services; basic principles and procedures involved in budget administration.

Abilities

Effectively lead and manage the different program areas of Environmental Services; establish and maintain good working relationships with a variety of people including consultants, architectural firms, city officials, contractors, assigned staff, regulatory agencies and the general public; accurately make engineering cost estimates on complex projects; plan, develop, and implement departmental policy; exercise sound, independent judgment; analyze situations and problems with a results oriented focus, resolve conflict effectively; identify and evaluate solutions, and effectively implement determined action; approach problem-solving creatively and with a team orientation; effectively prepare and present both written and verbal reports; communicate effectively both verbally and in writing; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Civil Engineering, Engineering Management, Environmental Engineering or a related Engineering discipline plus at least four years of progressively responsible professional supervisory experience. A Master’s Degree in a specialized field relative to assigned program area is desirable.

Physical Requirements

Must be able to make periodic on-site inspections with regard to a wide variety of environmental services projects, operations, and facilities.

Working Environment

Primarily indoors but exposure to outdoors when working at construction and/or off-site work locations; possible exposure to hazardous conditions and/or disease when at construction or work sites.

Licensing/Certification

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Motor Vehicle Operator’s License. Licensure as a registered Professional Engineer (PE) is required; must possess Missouri PE licensure within probationary period. 18 months.

Miscellaneous Requirements

None.

Last Revision:	April 2, 2018	GENERAL ORDINANCE NO. 5995
Comments:	Updated Primary Purpose, Supervision, Essential Functions, Abilities, and Licensing/Certification	Date: 5/7/2012

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____