

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Water Resources Program Manager	CLASS. CODE: 0208
DEPARTMENT:	Public Works	FLSA: E
REPORTS TO:	Public Works Director	DATE: 7/01/02

Job Summary:

Responsible for facilitating approval of the Public Works Department's regulatory agency permits required for environmental compliance in the Capital Improvement Programs. These permits may include wetlands mitigation or fill/removal permits, requiring effective coordination with the Army Corps of Engineers, National Marine Fisheries, Division of State Lands, and various Fish and Wildlife agencies. Share accountability, as an advisor, to achieve all the Department's environmental program objectives relating to water resources, including drinking water, wastewater, and drainage systems.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Provide support and direction in facilitating permit approvals by working closely with the City design and construction teams, taking the lead role in gaining concurrence from the outside agencies so that the project work will stay on schedule; negotiate terms of permit compliance
2. Develop and maintain a program that enables engineering teams to succeed in meeting the regulatory requirements effectively and efficiently.
3. Direct Public Works' staff support to the Environmental Commission.
4. Develop and maintain outreach and education efforts with local Watershed Councils, Neighborhood Associations, and other citizen and community groups involved in environmental issues as they relate to Public Works projects.
5. Work closely with Community Development's Natural Resources team to ensure timely and effective cooperative support of mutual objectives; identifying program policy issues, and making recommendations to the City's environmental policy team.
6. Assist in protecting the City's interests in the water supply by working closely with the Water Division and the North Santiam Watershed Council.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

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Education and Experience:

Bachelor's degree from an accredited college or university in environmental or natural sciences or a related field; and considerable demonstrated experience in a variety of environmental regulatory settings, either working for or with state and/or federal agencies in the Northwest. Any combination of education, experience and training which provides the required knowledge and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Valid Oregon Driver's License

KNOWLEDGE AND ABILITIES:

Knowledge of:

- The Endangered Species Act, the Clean Water Act, and the Safe Drinking Water Act
- Regulatory and environmental "best practices".
- Municipal utility construction issues and engineering practices.
- Policy-level strategic thinking.
- Governmental accounting, contracting and financial planning.
- Land use regulations and city, state and federal statutes and codes and environmental regulations and permitting.
- Financial management fundamentals as they apply to a public entity.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Develop, recommend, and apply political strategies in a variety of venues to support program objectives.
- Effectively manage complex long-range programs and projects
- Establish and maintain effective working relationships with individuals, coworkers, other agencies, the public and a wide range of stakeholders with interests in natural resources.
- Effectively work with a wide variety of stakeholders both independently and in support of a team effort.
- Communicate effectively verbally and in writing to a wide range of individuals; present complex issues in a manner understandable to a non-technical audience.
- Work independently and make decisions with minimal supervision.
- Understand and apply concepts to enhance the efficiency of department operations.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 20 pounds.

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The work is performed in office and field settings during all types of weather, and will require periodic evening work to support the Environmental Commission, the City Council, or to make public presentations.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.