Environmental Sustainability Manager
FLSA: Exempt
Grade 31

GENERAL DEFINITION

Position performs difficult professional work involved with planning, executing and coordinating activities relative to environmental programs and compliance, along with evaluating environmental issues as they relate to City policies, programs, facilities, structures and real estate to ensure compliance and best practices related to all environmental issues, including Federal, State, and Local regulations.

Work is performed independently under the direct supervision of the Director of Public Works.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are listed in no order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages City environmental programs; develops, monitors and evaluates all environmental activities to ensure compliance with federal, state and local regulations.
- Manages and develops programs for sustainability and resilience for the City.
- Develops policies related to environmental stewardship, resource efficiency, and community resilience ~~environmental, sustainability and resilience policies~~ and suggest recommendations for City consideration.
- Serves as the City liaison to the local office of Environmental Resources Management, Florida Department of Environmental Protection, and all other environmental ~~regulation agencies~~ oversight agencies.
- Develops Citywide policies and strategies for environmental sustainability and ~~combatting climate change~~ climate variability for consideration of adoption.
- Develops, coordinates and implements environmental programs and activities to ensure public engagement and compliance with related regulations.
- Develops, coordinates and implements environmental policies, procedures, and programs for the City.
- Reports to the City Manager through the Public Works administration on all environmental

matters.

- Develops and implements a written environmental management system consistent with State and County regulations, as well as City standards.
- Identifies potential environmental issues and develops strategies to effectively respond to such issues.
- Develops, implements, and maintains tracking systems for environmental management strategies.
- Performs environmental review of City programs, including a complete review of possible air, ground and hydrological impacts.
- ~~Performs analysis and proposes solutions regarding the environmental impact of existing and proposed operations and facilities~~ Evaluates the environmental implications of proposed and ongoing city operations, facilities, and services.
- Prepares and makes presentations on environmental and sustainability issues to City leadership, members of the public or other agencies when required.
- Prepares and presents agenda items when required.
- Seeks available grant and other funding opportunities relative to environmental matters, monitors and ensures compliance with grant terms as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of environmental laws, problem analysis, testing and solutions regarding environmental impact of existing and proposed operations and facilities.
- Ability to analyze, develop, implement, enforce, interpret, and inform others regarding environmental laws, programs and procedures.
- Ability to consider and incorporate contrasting opinions and points of views when developing policies, regulations and other standards.
- Ability to develop a network of contacts and interface with government, community, industrial, engineering, architectural, scientific enforcement, civil defense, private and other individuals.
- Thorough knowledge of site conditions, soil and vegetation, drainage, pollution problems, methods of control, and testing.
- Knowledge of construction practices, techniques, materials, and equipment relating to public

works and utilities.

- Working knowledge of engineering plans, specifications and drawings.
- Substantial knowledge of the body of available and current information resources applicable to the department's functions for technical research purposes and for special projects as may be assigned.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to establish and maintain effective working relationships with employees, division and department heads, public/private sector contacts, and City Administration.
- Ability to communicate professionally verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Environmental Engineering, Environmental Sciences, or related field. Three years of progressive documented experience in the environmental resource management/sustainability field(s).

PREFERRED

An advanced degree from an accredited college or university in environmental sciences, public policy, public administration or related field. Public sector or non-profit experience, and management experience a plus.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. 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.

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Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health and safety of themselves or others. Requirements are representative of minimum level of skills and ability.

I _____ have read and acknowledge receipt of the job classification.

_____ _____

Employee signature Date