

CITY OF HARRISONBURG
invites applications for the position of:

Sustainability and Environmental Manager

An Equal Opportunity Employer

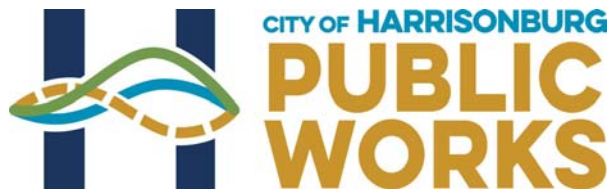
SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$29.53 - \$33.96	\$2,362.40 - \$2,716.80	\$5,118.53 - \$5,886.40	\$61,422.40 - \$70,636.80

OPENING DATE: 10/15/20

CLOSING DATE: Continuous

DESCRIPTION:



Do you want a rewarding career that allows you to use your specialized technical knowledge, skills and abilities while making a direct impact in the community's sustainability and environmental efforts? If so, consider applying to the Sustainability and Environmental Manager position within the City of Harrisonburg's Department of Public Works!

The Sustainability and Environmental Manager position is an exempt full-time position with benefits and a preferred hiring range of \$29.53 - \$33.96 per hour (equivalent to \$61,422 - \$70,636 annually). The candidate selected for this position will have a variety of responsibilities related to the coordination and success of the Public Works Sustainability and Environmental Division. Flexible work hours will be provided to accommodate meetings outside of normal working hours and occasional overnight travel may be required.

The Sustainability and Environmental Manager will perform a variety of managerial, supervisory, coordination, and oversight duties as listed below.

Management/Supervisory Duties:

- Manages the Public Works Sustainability and Environmental Division by supervising and participating in developing, planning, designing, coordinating, directing and monitoring projects to ensure the City's compliance related to stormwater, air, solid waste and capital project environmental review processes (State Environmental Review Process [SERP] and National Environmental Protection Act [NEPA]);
- Manages projects directly related to the City's Environmental Action Plan (EAP);
- Manages the Municipal Solid Waste (MSW) operations permit, ensuring compliance with environmental requirements, including required reports;
- Researches and applies for appropriate grant funding and manages grant programs, including reporting, financial reimbursement, and project management;
- Determines the Sustainability and Environmental Division's budgetary needs and provides proposals to management;

- Administers the division's budget by monitoring expenditures and performing appropriate cost control/ management measures to complete projects within budgetary allotment;
- Authorizes division personnel's routine purchases and reviews receipts for appropriate expenditures;
- Demonstrates effective leadership that promotes a positive work environment through effective personnel and project management.

Coordination/Oversight Duties:

- Evaluates effectiveness of the Municipal Separate Storm Sewer System (MS4) Permit Program annually including Chesapeake Bay and local Total Maximum Daily Load (TMDL) plans, policies, ordinances, legal authorities, contracts, and appropriateness of current best management practices (BMPs) in relation to compliance and progress towards reducing required pollutant loads and meeting measurable objectives;
- Oversees the development, update, and coordination of implementation of all phases of the EAP as adopted by City Council;
- Oversees the Stormwater Utility Program, including evaluation of the ordinance, credit manuals, procedures for updates, and more as needed;
- Coordinates development and updates of the City Stormwater Improvement Plan;
- Oversees the collection of data and accounting analyses for City greenhouse gas inventories and energy benchmarking;
- Represents the City and provides community outreach, education and assistance to citizen and special interest groups by responding effectively, courteously, and tactfully to citizen inquiries and referring unresolved issues to appropriate supervisor;
- Prepares and delivers presentations to City Council, staff, department heads, workshops, conferences, symposiums, citizen groups, organizations, schools, and other stakeholder groups;
- Engages, oversees and coordinates City personnel/community members from other departmental and City groups into project team participation;
- Facilitates, coordinates, and acts as the Public Works liaison to the Stormwater Advisory Committee (SWAC) and Environmental Performance Standards Advisory Committee (EPSAC) by researching, developing, and presenting recommendations for stormwater management and sustainability/environmental programs;
- Oversees consultants involved in engineering design, environmental reviews, bid documentation, and plan development for stormwater and environmental projects.

Physical Requirements:

Work requires the exertion of up to 50 pounds of force infrequently, 20 pounds of force occasionally and a negligible amount of force constantly to move objects. Work requires stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions; lift or exert climb, balance, stoop, bend, twist, kneel, squat, reach from waist and above shoulder height, stand for extended periods of time, walk on uneven terrain and for extended distances to inspect drainage issues; push and pull objects, handle and grasp objects, perform repetitive motions and use hand/foot controls to operate equipment; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound. Visual acuity is required for depth perception, color perception, preparing and analyzing work and observing general surroundings and activities.

Requires extended periods of sedentary work involving extensive exposure to a video terminal display and normal office environment with moderate periods of medium level physical work during which the worker is subject to moderate to loud noise levels, dust and inside and outside environmental conditions. The worker is exposed to hazards including, but not limited to vehicular traffic and wildlife. The worker will be required to follow all safety procedures and wear all specialized personal protective equipment in accordance to the City of Harrisonburg and the Department of Public Works policies, procedures and standards.

Minimum Requirements:

- Any combination of education and experience equivalent to:
 - Bachelor's degree from an accredited college or university with major coursework in environmental studies or science, urban planning, engineering, or closely related field;
 - Experience in environmental science, stormwater, water resources, air quality, solid waste management and permitting, especially in relation to a municipal government preferred;
 - Experience with sustainability policy and procedures as well as environmental action plans or similar programs, especially in relation to a municipal government preferred; and
 - Experience in GIS preferred.
- Valid driver's license, required.
- Current possession of or the ability to obtain the Virginia Department of Environmental Quality (DEQ) Stormwater Management Inspector certification within 18 months of hire, or as class scheduling permits, required.

The ideal candidate will have:

- Knowledge of:
 - Stormwater, air, solid waste, and environmental best management practices, procedures, techniques, laws, regulations, codes and ordinances;
 - Sustainability and resiliency best management practices, procedures and techniques;
 - GIS mapping, including an understanding of GIS data creation and editing;
 - Best management practices related to grant research/management and project management; and
 - Accurate data collection/analyses methods.
- Skills in:
 - Computer software, including data management software and Microsoft Word, PowerPoint, Publisher, Access, Outlook, Excel and ArcGIS; and
 - Use of complex formulas and multiple connected spreadsheets.
- Ability to:
 - Organize and prioritize multiple tasks and projects effectively, including setting and meeting deadlines;
 - Read and comprehend basic engineering plans for construction and maintenance;
 - Reference, interpret and apply standards within a variety of technical manuals relating to federal and state standards and regulations regarding environmental compliance;
 - Interpret complex and detailed data;
 - Memorize facts and sequences;

- o Perform complex mathematical calculations including exponents, parenthetical statements and advanced algebraic calculations and apply the concepts to practical situations; and
- o Work cooperatively and establish/maintain effective working relationships with and present information effectively to a wide variety of individuals including government agencies, public officials, consultants, inspectors, engineers, developers, directors, associates and the general public/community.

Successful applicants for this position will be subject to a driving record review and must complete a satisfactory drug screening and criminal background check.

To Apply: All candidates must submit a complete City of Harrisonburg online employment application, including education history and work experience, in order to be considered. A resume may be attached as supplemental information only. Incomplete applications will not be accepted. The position may close at any time after 10 calendar days. (posted 10/15/2020)

The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave, holidays and more.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5719 - (Oct 2020)
SUSTAINABILITY AND ENVIRONMENTAL MANAGER
CM

OUR OFFICE IS LOCATED AT:
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