

EL DORADO IRRIGATION DISTRICT
Class Specifications

CLASS TITLE: Environmental Resources Supervisor

DEFINITION

Under general direction plans, organizes, directs and supervises the District's environmental review services and programs, water rights reporting and environmental and water resources planning, including enforcement of applicable regulatory requirements of the District's Project 184 hydroelectric project. Supervises and coordinates activities of staff of Environmental Resources Section while conducting environmental review activities. The incumbent performs work in planning, managing and directing all operations and functions of the Environmental Resources Section in accordance with the programs and requirements of federal, state and local agencies.

DISTINGUISHING CHARACTERISTICS

The Supervisor level recognizes positions that perform full supervisory responsibilities for a section, as identified by the District, including planning, assigning and evaluating the work of subordinates and is responsible for a program area within a work unit or department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned Manager or Director within the Engineering Department. Exercises direct supervision over professional, technical and support positions.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class are not intended to be an inclusive list.*

Provides technical support on environmental issues to District staff to facilitate selection of design alternatives and operations that are more environmentally friendly and realizes maximum cost savings.

Maintains a professional relationship with regulatory agencies such as the United States Forest Service, California Department of Fish and Game, Central Valley Regional Water Quality Control Board, State Water Resources Control Board, Bureau of Reclamation, Bureau of Land Management, Federal Energy Regulatory Commission, State Historic Preservation Office and related agencies to facilitate the efficient progress of the District's environmental programs.

Directs and oversees implementation of environmental studies and monitoring to implement FERC license terms and conditions for District hydroelectric facilities; reviews and analyzes study results and determines potential impacts to hydroelectric operations and makes appropriate recommendations to management.

Develops and implements a district-wide environmental review training program to facilitate implementation of the District's CEQA Procedures.

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Oversees and participates in the preparation of and reviews narrative and statistical reports on a variety of administrative management and environmental review issues for the District; in connection with statutory requirements for notice, publication and other official actions of the District; assists in negotiating regulatory permits, writes reports and permit applications.

Oversees and participates in researching and determining the provisions and types of contracts required for but not limited to, restoration projects, environmental impact analysis, biological and historical resources studies, and mitigation programs, and prepares and monitors project schedules and budgets.

Develops and implements goals and objectives related to assigned section; recommends improvements and modifications; prepares various reports on operations and activities.

Consults and coordinates with federal, state and regional regulatory agencies; evaluates the potential impact of regulations and legislation to the District, and makes recommendations.

Provides technical consulting, mentoring, coaching, advice and supervision to section staff as appropriate.

Coordinates with District departments and divisions to ensure compliance with environmental requirements; prepares reports and reviews and assesses reports completed by environmental consultants and confers with legal counsel as needed.

Meets and coordinates with various stakeholders, including the general public and regulatory agencies to discuss impacts of District projects and negotiates resolution of issues.

Prepares and submits required reports to various regulatory agencies and prepares State and Federal environmental and permitting documentation related to District projects.

Prepares and presents technical reports and documents in public meetings.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the section.

Assists Department Director in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.

Recommends to Department Director the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Performs and/or assists with the more complex and difficult Environmental Resources activities.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

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QUALIFICATIONS

Knowledge of:

Principles, methods, and techniques of environmental analysis, compliance, and planning; modern management techniques; natural and physical sciences; principles and practices of environmental analysis and land use planning and pertinent County ordinances such as the Zoning Code; California Environmental Quality Act, National Environmental Policy Act, Federal Power Act, and National Historic Preservation Act; Clean Water Act, Endangered Species Act, Fish and Game Code, and Porter-Cologne Act; stakeholder outreach and communication; negotiation techniques; research methods and procedures; computer operations and software programs, such as word processing, graphics, and spreadsheets.

Skill/Ability to:

Lead, assign, motivate, prioritize, train and monitor the work of others; understand and interpret State and federal laws, regulations related to complex environmental matters; deal tactfully and effectively with District personnel, government officials, representatives of specific interest groups, and the general public; identify mitigation measures that meet agency requirements and are consistent with District objectives; prepare technical displays (maps, graphs, and charts), and reports; coordinate and review the work of consultants in preparation of complex environmental documents; coordinate activities with teams of engineers, distribution system and treatment plant operators, and maintenance staff; utilize word processing, and spreadsheets; prepare detailed professional level technical reports on projects for review by regulatory agencies and the public; conduct field visits in difficult terrain; communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand all aspects of the job; observe and problem solve operational and technical policy and procedures; ability to maintain regular and predictable attendance. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Experience and/or Education:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience working with environmental impact assessments and permitting, or experience performing work similar to an Environmental Review Analyst with the District. Public sector experience in preparation and implementation of complex evaluations of projects, and experience coordinating and reviewing the work of consultants and staff is highly desired.

Education:


Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental studies, water resources, biology, archaeology, environmental engineering or other appropriate discipline.

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SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

 _____ Human Resources Manager	<u>08/29/2018</u> Date
Established: 08/29/2018 Revised: FLSA: Exempt Unit: Safety	