

# CITY OF SAN JUAN CAPISTRANO

## SENIOR CIVIL ENGINEER - ENVIRONMENTAL SERVICES

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To plan, budget, manage, supervise and coordinate the environmental programs of the City, including surface water quality, sewer, solid waste/recycling programs; and, other related environmental programs; to implement requirements of the NPDES Municipal Stormwater Permit; to manage staff in the implementation of pollution prevention and water quality, sewer and solid waste ordinance enforcement programs; to coordinate activities with other City departments and outside agencies; and, to perform a variety of technical tasks relative to assigned areas of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Engineering & Building Director.

Exercises direct supervision over technical and clerical staff.

**ESSENTIAL FUNCTION STATEMENTS** *Essential responsibilities and duties may include, but are not limited to, the following:*

### **Essential Functions:**

1. Implement NPDES MS4 permit requirements, including TMDL implementation, pollution prevention programs and storm water ordinance enforcement. Coordinate the City's NPDES program and serve as main liaison with the San Diego Regional Water Quality Control Board and the County of Orange.
2. Manage industrial/commercial facilities inspection programs and provide staff oversight and direction.
3. Manage the municipal solid waste and recycling program for compliance with AB 939 requirement, including promoting recycling programs to residents and businesses, and prepare the annual report. Manage the Used Oil program.
4. Provide information and support to City staff, developers, builders, contractors and the general public pertaining to City water quality policies and procedures.
5. Exercise professional engineering judgment in accordance with currently accepted practices of civil engineering and appropriate laws and codes.
6. Develop environmental program solutions for municipal stormwater and solid waste issues.
7. Prepare and/or review the adequacy and accuracy of computations, preliminary layout and design work from field and survey data.

8. Collaborate and confer with developers, contractors and engineers on water quality issues related to grading plans and encroachment permits.
9. Coordinate development and public improvement activities with other departments; review related issues; make recommendations as they relate to surface water, waste water and solid waste issues.
10. Assume responsibility for planning, budgeting and implementing programs for environmental programs, such as stormwater, solid waste, used oil and others, as applicable.
11. Participate on a variety of boards and commissions; prepare and present Council reports.
12. Respond to and resolve difficult and sensitive citizen and business owner/contractor inquiries and complaints in a positive and effective manner.
13. Act as liaison with various environmentally-related resource agencies as it relates to public and private projects within the city.
14. Review and approve water quality management plans for various developments. Attend Design Advisory Board meetings and provide comments to developments, as applicable.
15. Develop public education materials and hold events as necessary to promote environmental programs.
16. Supervise the encroachment permit staff and process and provide direction and guidance to meet the City's regulations.
17. Act as the City's liaison with SOCWA, attend Board meetings and provide technical support to City Engineer. Attend SOCWA engineering committee and technical advisory committee meetings. Review and prepare any SOCWA budget related material and process related financial payments.
18. Oversee the city's sewer operations, and fee program for compliance with state regulations.
19. Performs related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of civil engineering.
- Land use planning methods and techniques as it relates to water quality issues.
- Terminology, methods, practices and techniques used in technical report preparation.
- Principles of mathematics as applied to engineering work.
- Principles and practices of municipal budget preparation and administration.
- Recent developments, current literature, and sources of information regarding management of water quality, waste water, and solid waste issues.
- Construction principles and practices.
- Pertinent Federal, state and local laws, codes and regulations.
- Modern office procedures, methods, and computer equipment.

### **Skill in:**

- Supervision of lower level staff to include leadership, training and evaluation.
- Negotiating consultant and construction project contracts.
- Organize, coordinate and prioritize activities to meet established water quality mandates.

- Ensuring project compliance with appropriate Federal, state and local laws, codes and regulations.
- Performing technical research and solving multi-disciplinary engineering problems.
- Exercising professional engineering judgment to achieve results consistent with objectives.
- Preparing and maintaining technical civil engineering records and preparing complex comprehensive reports
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.

### **EXPERIENCE AND TRAINING GUIDELINES**

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

#### **Experience:**

Six years of increasingly responsible engineering experience, with at least two years of experience with programs related to stormwater management, solid waste programs management, watershed protection, water resources management, and the design of stormwater quality projects. Two years of supervisory responsibility is required.

#### **Training:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering.

#### **Licenses or Certifications**

- Possession of a valid registration as a professional civil engineer in the State of California.
- Possession of, or ability to obtain, an appropriate, valid driver's license.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office and field environment; travel from site to site; extensive contact with developers, contractors and the general public.

#### **Physical Conditions:**

Essential functions may require maintaining a physical condition necessary for sitting, standing and walking for prolonged periods of time; requires visual acuity for reading engineering drawings and plans.