

## **ENVIRONMENTAL QUALITY AND CAPITAL IMPROVEMENTS PLANNING MANAGER**

### **PURPOSE AND NATURE OF WORK**

This position is responsible for coordinating, monitoring, and supporting the planning, budgeting, and implementation of the organization's Capital Improvement Plan (CIP) and associated capital projects, while providing direct oversight of the Environmental Quality Division within the Department of Capital Improvements. The role ensures alignment of capital projects with strategic goals, regulatory requirements, and adopted environmental policies.

The incumbent operates under the general direction of the Director of the Department of Capital Improvements and exercises supervisory responsibility over a moderately sized staff within the Environmental Quality Division, ensuring effective program management, regulatory compliance, and operational performance.

**ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)**

Oversees and participates with a capital improvement planning process. Supervises the compilation of data necessary for specific planning recommendations, decisions, and other capital improvement issues or areas of concern. Performs evaluations and assessments of future infrastructure and maintenance needs. Assists the Director in developing long-range planning and short-range planning projects. Evaluates and recommends projects for capital outlay requests, LCG budgets, and grants/federal funding. Works with the CIP estimates section to assist with the development of project budgets, forecasting, and estimating totals for the CIP budget.

Performs indirect supervisory, management and budgetary duties of established functions and programs of the environmental division, such as ensuring that contractors meet performance standards for recycling and solid waste contracts while keeping abreast of emerging environmental protection legislation and expanding the division's capability to ensure compliance. Monitors a composting facility and ensures reporting and regulatory compliance. Reviews legislation, determines need and prepares plans for establishing functions such as building asbestos testing, abatement and control capabilities, and storm water discharge testing and monitoring as well as reporting requirements. Performs public relations, speaking, explanations, etc. Supervises and participates in reporting to DEQ and EPA or other agencies.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Knowledge of capital budgeting, project management, and public infrastructure systems.

Strong organizational and analytical skills with attention to detail.

Ability to work collaboratively across departments and with external partners to oversee the collection and analysis of planning data and the preparation of detailed reports and recommendations.

Thorough knowledge of Environmental Protection legislation and enforcement agency requirements as related to Capital Improvements Department responsibilities.

Thorough knowledge of testing, control and reporting requirements for solid waste disposal, recycling, storm water drainage, municipal construction regulations and related functions as required by State and Federal agencies.

Knowledge of legislative process from which new environmental protection and pollution control regulations arise.

Ability to induce community support and participation in environmental protection and capital improvement planning efforts through conducive effective public speaking and public relations.

Ability to form and maintain effective working relationships with employees, elected officials and the public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Master's degree in environmental science, urban or regional planning or any equivalent combination of training and experience.