

ENVIRONMENTAL RESOURCES MANAGER**SUMMARY:**

Under general direction, plans, coordinates, reviews and supervises all activities within the City's present and future Surface Water Supply System and all related environmental issues and activities conducted within and upon such City lands that benefit and/or contribute to the sustainability of the city's water resources, including, but not limited to tasks related to permitting, compliance reporting and monitoring, environmental education programming, ecosystem restoration, management plan development, mitigation operations, oversight of compensatory and offsite mitigation projects, and due diligence review of all applicable projects relating to or affecting the City's Surface Water Supply System; may perform related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Conducts field monitoring within present obligatory mitigation areas and submit all necessary report materials, exhibits and text to maintain permit compliance and special conditions of the present and future permits.
2. Develops a long term Adaptive Management Plan for all lands, wetlands, and open water bodies contiguous with the City's surface water supply system, including the Water Catchment Area, Grassy Waters Preserve, primary and secondary conveyances, CERP related flowage easements and flowways and Lake Mangonia/Clear Lake Systems.
3. Develops a five (5) year strategic end-user destination plan stimulus for development of ecotourism for the greater Grassy Waters Preserve ecologic system to safely promote the City's natural heritage water resources areas as a world class destination and as an enhanced segment of the tourism industry and economic development of the City.
4. Provides operational oversight, review, onsite supervision and coordination of the mitigation operations within the City of West Palm Beach Water Catchment Area to include on-going permit issuance and approval issues and submittals, wetland mitigation valuation and crediting, mitigation negotiations with clients, credit releases, development of overall mitigation designs; including proposed contour plans, planting plans, scope of work descriptors and RFP's, performance standards, long-term management, monitoring and protection and/or remediation plans and long-term oversight of mitigation program elements.
5. Prepares and submits applicable Joint Environmental Resources Permits (SFWMD and USACOE), Florida Department of Environmental Protection permits and Florida Fish and Wildlife Conservation Commission applications for all related activities conducted in or to the City's Water and Storm water Resources.
6. Assists the Department of Public Utilities and Department of Engineering Services in developing scope of work, bid packages and RFP's related to projects conducted in or on areas of the City's Surface Water Supply System.
7. Provides long term vision plan for environmental education programming related to public information dissemination on ecological and water resource sustainability within the City of West Palm Beach, as well as the water resources program development for the Grassy Waters Preserve Nature Center under the auspices of the Department of Public Utilities.
8. Provides evaluation and review of all projects within the context of the City's Surface Water Supply system and conduct appropriate due diligence assessments as requested.
9. Evaluates water resource operations and expenditures relative to tasks, prepares recommended annual budgetary items/projects, and carry out and administer the expenditure of funds allocated per project. Makes recommendations and implement procedures for optimization of surface water resources.
10. Assists in developing departmental goals, objectives, and/or applicable policies and procedures concurrent to responsibilities assigned by the City.

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11. Performs full supervisory responsibilities for assigned projects and associated staff; including interviews, training, motivation, orientation, assigns and evaluates work, and disciplines employees according to established City procedures and conduct performance appraisals of assigned employees.
12. Acts as the City's liaison, as environmental/ecological advisor to governmental agencies and/or commissions, and to the citizenry of West Palm Beach as requested by the City.
13. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the physical, spatial, and historical background dimensions pertinent to the hydrologic character of the City's surface water supply system in relation to water quality, conveyance, storage, ecology, geography, geology, and civic issues of freshwater resources of the City.
- Knowledge of regional and local CERP related initiatives affecting our system.
- Knowledge of the principles, practices, and procedures of chemistry, biological processes, and analysis as it related to potable water resources, wetland based water reclamation/advanced wastewater treatment processes, storm water treatment/best management practices and ecological preserve management practices.
- Ability to craft solutions through a multi-disciplinary approach having the insight to understand and communicate across varied disciplines like engineering, ecology, architecture, design and education to bring about a common resolution.
- Knowledge in supervisory methods and techniques.
- Knowledge in personnel management and practices.
- Knowledge in planning skills and management techniques related to operational components of potable water resources; within managed wetland ecosystems.
- Skills in delegating, assigning, reviewing, and evaluating work performances.
- Skills in project development and management oversight, review and evaluation.
- Skills in effective oral and written communication.
- Skills in effectively supervising others, communicating effectively with members of the general public, elected officials, and other employees of the City.
- Knowledge of accounting, procurement, and budget methods and practices.
- Ability to analyze, extrapolate, interpolate, and organize information and formulate recommendations from a variety of source materials.
- Skills to design wetland restoration plans of areas at detail levels suitable for construction and replanting, as well as budgeting and bidding.
- Skills to physical layout in the field trail tread way alignments suitable for inclusion into a trail way system; including formulation of design elements for both hardened trails and boardwalk segments, as well as, provide management guidelines for long-term maintenance and visitor use management practices.
- Knowledge in heavy equipment construction methodologies, with particular emphasis on excavation, drainage, dewatering, and earthmoving processes.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves supervising or performing moderate to heavy work in all types of weather. There is occasional need to stand, stoop, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

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MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Chemistry, Biology, Business or Public Administration, or related field and five (5) years experience in Public Utilities, Public Works, or private construction, including two (2) years supervisor experience, or any equivalent combination of training and experience. A valid Florida driver's license is required or ability to obtain within 30 days from date of employment.