



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: ASSISTANT DIRECTOR-ENVIRONMENTAL SERVICES

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4169

PAY RANGE CODE: 32 AEC

REVISION DATE: 9/20/16

### **NATURE OF WORK:**

This is supervisory and administrative work in the direction of all phases of environmental services operations within the Public Works Department. Supervision is exercised over employees engaged in the development, management and operation of programs and projects in solid waste collection and disposal, wastewater collection and treatment, treatment plant maintenance, sewer maintenance and construction, wastewater quality control, and facilities management. Work is performed with considerable independence, with general direction received from the Department Director; the incumbent may manage the department in the absence of the Director.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Directs and coordinates the work of subordinates engaged in the investigation, development, design, and supervision of environmental services related Public Works projects and programs.

Reviews the status of general operating and capital improvement funds and bond issues, evaluates project needs, and establishes priorities among projects in order to utilize limited funds to the greatest effectiveness.

Oversees the control, administration, cost accounting, and review of the Sewer Use Fund and rates.

Plans projects, develops short and long-range goals, prepares schedules, sets deadlines, and oversees project completion and finalization.

Communicates with governmental agencies, contractors, special interest groups, and the general public regarding environmental services projects; provides technical advice and makes recommendations relative to factors and regulations.

Reviews and evaluates reports prepared by subordinates for content prior to submission to the Director, agencies, or governmental jurisdictions.

Plans and writes the annual budget for the environmental services operations; reviews and evaluates budgetary plans and needs.

Recommends the hiring, disciplining, and termination of subordinate employees.

Reviews all environmental services projects to ensure adherence to the policies and procedures of the department; approves contracts, specifications, change orders, and payments.

Makes presentations before the City Council and other groups.

Serves on or chairs various committees and boards relating to the functions of environmental services; serves as department head in the absence of the Director as needed.

Evaluates alternative methods to construct or rehabilitate by identifying problems, seeking and evaluating solutions, weighing costs and benefits, and drawing conclusions as to which method is most appropriate.

Evaluates current policies, practices, and procedures and initiates changes needed to improve operations.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of or the ability to learn and apply federal and state regulations and City ordinances governing the operation of wastewater treatment plants and related facilities, and storm and sanitary programs.

Knowledge of environmental science with a background in chemistry, biology, and bacteriology as they apply to wastewater treatment.

Knowledge of construction and maintenance methods, materials and equipment used in solid waste and wastewater treatment facilities, wastewater testing laboratories, and sewer maintenance and construction.

Knowledge of the preparation of specifications for wastewater treatment systems and equipment, and preventive maintenance programs.

Knowledge of safety factors and the proper procedures to utilize for protection of employee health and welfare.

Knowledge of the principles involved in budget preparation, estimate writing, and report writing.

Knowledge of the principles and techniques of effective management and their application.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to coordinate the activities of various divisions for the efficient utilization of personnel, equipment, and facilities.

Ability to independently make sound decisions and judgments having significant long-term consequences.

Ability to supervise employees including recommending the hiring, disciplining, and firing of subordinates.

Ability to communicate effectively with governmental agencies, contractors, and members of the general public.

Ability to preside at meetings and effectively present information to elected officials, governmental entities, private agencies, members of the media, and representatives of the public.

Ability to establish and maintain effective working relationships with fellow employees, elected officials, contractors, and members of the general public.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit, stand, and walk from 26 to 50% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in chemistry, biology, civil engineering, or related engineering field

AND

Five (5) years of experience supervising employees and planning and directing public works programs of substantial size and complexity in one or more of the following areas:

- a. Wastewater treatment plant operation and maintenance (treatment plants of approximately 30 million gallons daily capacity)
- b. Solid waste collection and disposal (approximately 150 tons/day)
- c. Wastewater quality control (monitoring and testing)

d. Sewer maintenance and construction (systems of approximately 2,000 sewer miles)

e. Facility management (\$50 million in facility asset value)

Graduate level course work in chemistry, biology, environmental or sanitary engineering is preferred.

**SPECIAL REQUIREMENTS:**

Must be able to transport oneself or coordinate transportation to work sites throughout the city during the course of the work day.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is primarily performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Telephone

Copier  
Printer

Previous Revision Date(s):

6/24/93

2/1/05