



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

ENVIRONMENTAL PROGRAMS MANAGER

Under the general supervision of the Economic and Community Development Director, the Environmental Programs Manager develops, administers and manages the Certified Unified Program Agency (CUPA) programs for the City of Union City including the Hazardous Materials Business Plan (HMBP), hazardous waste generator, on-site treatment of hazardous wastes, California Accidental Release Program, underground storage tanks, aboveground petroleum storage tanks (APSA) and also administers the Federally-mandated Clean Water inspection program for commercial and industrial facilities. The Environmental Programs Manager should be well-versed in enforcement options for the CUPA program including the Administrative Enforcement Order (AEO) and District Attorney (DA) referral process. The Environmental Programs Manager needs to have the ability to write and manage grants, have experience in contract management, possess an International Code Council (ICC) certification as an underground tank inspector or be able to complete this certification within 6 months of hire. The Environmental Programs Manager will implement the California Environmental Reporting System (CERS) and have excellent interpersonal skills.

The Environmental Programs Manager will supervise an Environmental Programs Inspector and an Administrative Assistant and serve as a member of the Economic and Community Development management team and the City management team.

The Environmental Programs Manager needs to coordinate with the Alameda County Fire Department, Union City Planning, Building Divisions and Public Works Department on projects and plan review in the City. In addition, due to limited staff, the Manager will need to be a back-up for underground storage tank inspections and will need to conduct inspections of high hazard/complicated facilities for CUPA program elements or clean water issues.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Serves as technical expert and staff consultant in areas of specialization;
- Conducts specialized hazardous materials management studies and program audits, including preparing for the CalEPA audit to meet State mandated performance standards of the CUPA programs;
- Supervises, directs, trains, motivates and evaluates assigned staff;
- Maintains records and prepares extensive reports and correspondence, compiles data, evaluates procedures and establishes guidelines for program areas;
- Interprets regulations and provides advice to government officials, citizen groups, business owners and others relating to areas of specialization;
- Interprets regulations and provides advice to government officials, citizen groups, business owners and others relating to areas of specialization;
- Investigates cases of violations, recommends appropriate enforcement actions, develop documents for enforcement actions including Administrative Enforcement Orders and criminal and civil referrals, participates in settlement negotiations, and acts as an expert witness in court proceedings;

- Participates in a variety of City and county-wide committees and addresses policy issues regarding the management of hazardous materials and clean water issues;
- Prepares budgets and fee ordinances for the Environmental Programs Division;
- Establishes a quality control and quality accountability program to analyze implementation of the hazardous materials mandates under CUPA on an ongoing basis;
- Serves as technical resource to Alameda County Fire Department staff in response to emergencies at Union City hazardous materials facilities;
- Applies for and obtains State grant moneys and administers approved programs including the California Environmental Reporting System (CERS) grant;
- Develops and implements a program to transition to electronic reporting via the California Environmental Reporting System (CERS) including business assistance;
- Provides technical training and assistance on matters involving the proper handling storage, use and disposal of hazardous materials and hazardous wastes and Best Management Practices for the control of storm water runoff quality;
- Reviews and approves Risk Management Plans for facilities subject to the CalARP program;
- Makes verbal presentations to City Council, Planning Commission, Chamber of Commerce or other public groups;
- Manages a CUPA and Clean Water Program data management system;
- Participates in Alameda County Industrial and Illicit Discharge working group meetings;
- Provides regulatory and advanced technical review and inspection of the more complex or difficult sites;
- Inspects underground storage tank facilities for compliance and for upgrades/repairs when the Environmental Programs Inspector is unable to do so.
- Oversees the investigation of complaints, allegations, referrals, inquiries and violations regarding the storage of hazardous materials and/or spill incidents and releases to the storm drain system and resolves complaints including making appropriate recommendations for the elimination or control of conditions hazardous to the public and/or environment.
- Processes and evaluates hazardous materials facility permits applications and compliance plans according to federal, state and local ordinance requirements; prepares comments and correspondence; meets with permit applicants to explain necessary revisions and additional requirements;
- Updates the City's webpage on the Environmental Programs Division programs;
- Reviews construction plans and/or environmental impact reports for conformance with hazardous materials and clean water program requirements;
- Attends relevant training courses, association and/or task force meetings, seminars and conferences. Serves as an information source for the public, industry, and other City departments and external agencies;
- Performs other duties as required.

MINIMUM QUALIFICATIONS

Education

A Bachelors degree in hazardous materials, chemical engineering, environmental engineering, industrial hygiene, biology, environmental science, fire science, fire technology, chemistry, toxicology, or closely related field with core courses in Chemistry. A Masters degree is desirable. The candidate must meet requirements for CUPA technical program staff and supervisors as specified in the California Code of Regulations, Title 27, Section 15260.

Experience

Five (5) years recent, full-time experience, with two (2) years supervisory/management experience desired in a professional and/or technical capacity performing responsible duties in toxic substance management, environmental safety, hazardous materials or waste management, including inspections and investigations relating to the storage, use, handling and disposal of hazardous substances, enforcement of federal, state, and/or local government health/environmental regulations or a closely related field.

Certifications Required: International Code Council (ICC) certification as an underground tank inspector must be obtained within six (6) months of hire.

Certifications Desired:

Aboveground Petroleum Storage Act (APSA) three-day training course and pass exam.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Chemical and physical characteristics of hazardous materials and their effect on human health and the environment; federal, state and local statutes relating to all aspects of hazardous materials management; program development, evaluation, and management; techniques of organizing and motivating groups, personnel management techniques; principles of organization development; principles of employee supervision, training and development; community consultation methods and procedures; grant application preparation and project implementation; principles of quality control and quality assurance as they relate to hazardous materials; and data management and word processing programs.

Ability to: Interpret federal, state, and local laws and regulations relating to all aspects of hazardous materials management; analyze and review new legislation under development and make recommendations on behalf of the City of Union City; conduct hazardous materials management studies and program audits in order to evaluate program effectiveness and comply with state performance standards; plan, organize and direct staff involved in all aspects of the management of the hazardous materials program; establish and maintain cooperative working relationships with other agencies, departments and the community; plan and maintain a balance between revenues received from fees and services provided; communicate effectively both orally and in writing; make public presentations before City Council, Planning Commission and the public regarding hazardous materials and clean water issues/concerns; research grant opportunities and prepare grant applications, and related staff reports and resolution/ordinances and manage multiple grant programs; maintain a CUPA and Clean Water data management program.

The Environmental Programs Manager may perform various physical demands such as lifting up to 50 pounds, bending, stooping, climbing and walking or standing for prolonged periods of time; walk on uneven surfaces and work in extreme hot and cold weather conditions.

License

Must have a valid California Class C Driver's license.