

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Human Resources

AGENDA DATE: 08/30/05

CONTACT PERSON/PHONE: Human Resources, Linda Thomas, (915) 541-4509

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Resolution for the revisions for Environmental Services Director and Environmental Services Assistant Director.

BACKGROUND / DISCUSSION:

The revision of the proposed job specification were requested by the Deputy City Manager for Building and Planning Services to implement the strategic restructuring plan for the Building and Planning portfolio that is being presented through the budget process. Human Resources found that the scope, level of responsibilities and duties normally assigned to the positions have evolved in response to the increased accountability to reflect the integration of environmental services functions.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Budgeted for FY/2006

Funding Source: 34380034-40450-34000 & 34010289-40403-34000

BOARD / COMMISSION ACTION:

Per Civil Service Commission approval on August 25, 2005.

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Environmental Services Assistant Director** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will be **5420**. The Grade shall be **EX E**.

PASSED AND APPROVED this 30th day of August, 2005.

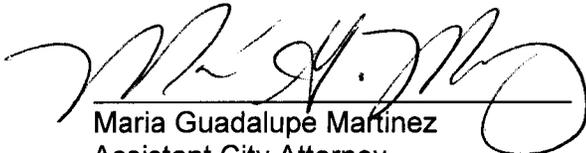
THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

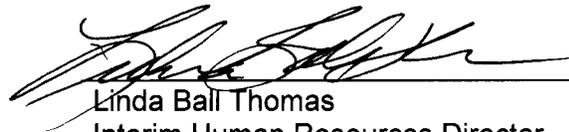
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Maria Guadalupe Martinez
Assistant City Attorney

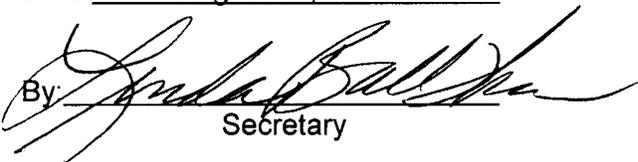
APPROVED AS TO CONTENT:



Linda Ball Thomas
Interim Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: August 25, 2005

By: 

Secretary

Professional and Managerial Branch
Administrative Group
Environmental Services Series

ENVIRONMENTAL SERVICES ASSISTANT DIRECTOR

8/05 (AIS)

General Purpose

Under direction, plan, organize and assist in directing the City's environmental management program and solid waste management functions.

Typical Duties

Oversee the daily operations of the environmental program and solid waste collection services, transfer station and landfills. Involves: Oversee personnel in code compliance enforcement and collection, recycling, delivery and disposal. Ensure that all solid waste is properly disposed at landfill in accordance with regulatory requirements. Ensure appropriate regulatory certification of transfer and landfills are maintained. Review all manifests and documentation pertaining to contaminated soil, spoiled foods, demolition forms, prior to entry into a disposal facility to ensure no contaminants or heavy metals are disposed of in unsecured areas. Oversee and review packaging and shipment of toxic waste placed into approved sealed and properly labeled containers for transfer to appropriate disposal areas. Identify potential environmental issues and develop strategies to respond effectively. Provide for environmental enforcement and recycling to include spill remediation and brownfields activities oversight in compliance with federal, state and local laws, code, ordinances, rules and regulations. Implement policies and procedures to ensure timely customer oriented service. Collaborate with recycling coordinator, collections and disposal superintendents and divisional supervisors to evaluate and forecast future recycling and disposal needs. Analyze and correct equipment and facility maintenance procedures and methods. Explain department functions and rules to resolve operating problems and rectify complaints for citizens, consultants, contractors, utilities and regulatory agencies. Prepare correspondence regarding department operations, policies and procedures. Develop and review bid specifications for equipment.

Coordinate and administrate daily operations. Involves: Support and assist Director in departmental planning and management. Gather, compile, research and analyze data needed to develop periodic regulatory reports to federal and state agencies. Participate in development of public works short- and long-range plans by determining department objectives, priorities and resources needed for collaborative attainment of goals. Recommend operational adjustments to preserve and enhance efficiency and effectiveness of residential and commercial solid waste collection. Utilize information from analysis to determine amounts and types of solid waste collected, recycled and sold and amounts coming into landfills and amounts and space available at landfills. Research data from other entities on problems related to disposal of waste and recycling methods that are working or not working and reasons for and against different methods of disposal including cost analysis, manpower and equipment resources needed for the various methods. Review accident and injury reports to determine safety issues and corrective actions. Substitute for Director as delegated.

Supervise assigned staff. Involves: Schedule, assign, and review operational and procedural activities. Prioritize, adjust and coordinate departmental activities to meet unforeseen scheduling changes or emergencies. Instruct, guide and check work. Appraise employee performance and reviews evaluations by subordinates. Manage and provide training and development. Review, develop and enforce occupational health and safety rules and regulations. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

Knowledge, Abilities and Skills

- Comprehensive knowledge of the administration, management, and regulatory requirements of environmental management and collection, disposal and recycling of solid waste.
- Considerable knowledge of the procurement and maintenance of solid waste collection equipment.
- Considerable knowledge of public relations, market development, and customer service methods, practices and procedures.
- Considerable knowledge of budgetary development and monitoring and administration practices and procedures.
- Considerable knowledge of supervisory practices and procedures.
- Good knowledge of environmental and occupational safety and health rules, materials sampling, testing requirements, regulations and practices related to the management of solid waste disposal.
- Good knowledge of computer hardware, software and peripherals to maintain records, reports and database information.

- Ability to interpret federal, state, and City laws, rules, regulations, related to environmental and solid waste administration, state and local labor and occupational safety and health rules and regulations.
- Ability to communicate clearly and concisely, oral and in writing to prepare and present contracts, research projects, marketing techniques and reports to management, regulatory agencies, contractors, consultants and the general public.
- Establish and maintain effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the general public.
- Skill in the safe operation and care of motor vehicle and personal computer or network work station, generic and specialized productivity software and equipment.

Other Job Characteristics

- Occasional exposure to moving machinery and equipment, hazardous chemicals, fumes and materials common to the processing and management of solid waste disposal, recycling and transportation.
- Occasional exposure to uneven terrain, extreme weather conditions, rodents and reptiles common to open landfill areas.
- Occasional driving through City traffic.
- May work extended hours as an executive reporting to the Environmental Services Director.

Minimum Qualifications

Education and Experience: Accredited Bachelor's degree in Civil or Environmental Engineering Environmental Science, or related discipline, plus six (6) years experience in management or administration of solid waste operations or environmental code enforcement, including four (4) years of supervisory or managerial experience.

Licenses and Certificates:

- Valid Texas Professional Engineer Registration or equivalent transferable from another state by time of application which must be converted within one (1) year following appointment.
- Valid Texas Municipal Solid Waste Technician Class "A" License from the Texas Commission on Environmental Commission within one (1) year of appointment.
- Texas Class "C" Driver's License or equivalent from another state.

Human Resources Director

Department Head