



CITY OF GRAND RAPIDS
invites applications for the position of:
**ENVIRONMENTAL
SERVICES MANAGER**

SALARY: \$47.77 - \$60.91 Hourly
\$99,356.00 - \$126,693.00 Annually

OPENING DATE: 02/04/20

CLOSING DATE: 03/20/20 11:59 PM

NATURE OF WORK:

The City of Grand Rapids is conducting a national search for an **Environmental Services Manager** who will oversee the Environmental Services and Wastewater operations. The position includes advanced professional, managerial and leadership in the planning, organizing, implementing and directing of programs and activities regarding energy, lighting, duct and smart systems, and public utilities, including wastewater treatment and industrial pretreatment program administration, collection system maintenance, stormwater management, environmental management, safe and equitable street lighting, and related utility functions. The ideal person will be highly strategic and be able to continue the wastewater designation as a Water Resource Recovery Facility that achieved Utility of the Future Today recognition. Work is performed under the executive direction of a senior executive staff member. Supervision is exercised directly or indirectly over all employees in Environmental Services composed of 112 personnel.

The purpose of this job is to provide significant leadership and exemplary services dedicated to protecting the environment, public health and welfare. Responsible for the City's Wastewater and Storm Water Infrastructure operation and maintenance. Ensures the City's compliance with regulatory requirements and implements policy as stated by the City Commission. Develops and manages a budget which supports the department's outcomes and City Polices. Develops and implements regulator and Citywide policies. Responsible for asset management related to the City's Wastewater and Storm water infrastructure operation and maintenance.

- Provides leadership in compliance with the City's Wastewater and Storm water NPDES permits; implements minimum control measures for storm water; ensures a compliant effluent from the wastewater plant
- Determines priorities; develops short and long-range plans to meet future wastewater and storm water needs; analyzes and evaluates methods of operation and procedures to be followed
- Develops modified pollution control measures; presents proposals to City and State authorities; recommends administrative or legal action as required

- Interprets and enforces wastewater, storm water and air pollution control ordinances, codes and laws
- Oversees City's wastewater and storm water infrastructure operation and maintenance
- Oversees City's energy, lighting, duct and smart systems infrastructure operation and maintenance
- Prepares and presents annual and multi-year departmental budget; prioritizes capital plan; oversees financial performance
- Develops emergency response plans for critical operations; directs emergency repair operations; supervises consultant/contractor services
- Coordinates activities with contractors; confers with state, local and federal government officials; confers with business and civic leaders; addresses concerns and delivers speeches before groups and professional organizations; explains department activities to the media
- Directs purchases of department supplies, equipment and services; administers and executes contracts

MINIMUM TRAINING AND EXPERIENCE:

- Bachelor's degree from an accredited college or university in biology, chemistry, environmental science, public administration, or a related field
- At least five (5) to seven (7) years of progressively more responsible experience in public administration, utilities or environmental management, including supervisory or managerial experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Certified Class "A" Wastewater – as issued by the [Michigan Department of Environment, Great Lakes, and Energy](#) or ability to obtain licensure within one year.

OTHER NECESSARY QUALIFICATIONS:

Knowledge of:

- Principles and operating practices related to wastewater treatment, sewer collection and maintenance, storm water management and air pollution monitoring
- The chemical and physical processes involved in wastewater treatment
- Federal, State and local laws, ordinances and codes affecting wastewater treatment, sewer collection and maintenance, storm water management and air pollution monitoring
- Electrical, Water, Storm water and Wastewater Systems equipment, instrumentation and processes
- Asset management
- Safety standards and precautions pertaining to the use and operation of heavy equipment
- Budget preparation and administration
- Principles and practices of employee supervision
- Modern office procedures, methods and computer equipment

Skill in:

- Customer service
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Assigning, prioritizing, monitoring, and reviewing work assignments

Ability to:

- Develop key policies and coordinate implementation
- Ensure safe working and public conditions
- Read, develop and implement safety programs
- Communicate effectively, both orally and in writing
- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

OTHER INFORMATION:**BENEFITS FOR THIS POSITION INCLUDE**

- Medical, Dental, and Vision administered by Blue Cross Blue Shield
- 6% Employee & 6% Employer matching 401a, with immediate vesting
- Employee & Employer contributions to Retiree Health Savings Account
- Free Parking Citywide
- Tuition Reimbursement up to Master's degree
- 4 Weeks Paid Parental Leave
- Employee Assistance Program
- Several voluntary benefits and deferred compensation plan options

About the Community

Grand Rapids is the second-largest city in Michigan, and the largest city in West Michigan. It is on the Grand River about 30 miles east of Lake Michigan and three hours from Chicago. The City's population is 198,829 and covers an area of 45 square miles. The combined statistical area of Grand Rapids-Muskegon-Holland is 1.3 million.

The City recently received numerous recognitions ranging from the **Best U.S. City to Invest in Housing** and **the Fastest Growing Economy** in the U.S. ([Forbes](#)); the **#1 City to Raise a Family**; the **#1 Hottest Real Estate Market** to Watch (Trulia.com), and **#28 Most Hipster City** in the world. The **Art Prize Festival** was ranked one of the **Top Five Festivals Worldwide** ([Time](#)). Fifteen craft breweries are located within Grand Rapids making it locally known as Michigan's "Beer City." Please [click here](#) to learn more about Grand Rapids.

Grand Rapids provides a full range of services to a multicultural group of residents, students

and visitors. The Grand Rapids metropolitan area hosts fifteen institutions of higher learning. Grand Rapids has 67 parks with sports and recreation activities year-round. Salmon weighing up to 35 pounds are caught during the annual upstream migration of the Grand River.

In 2019 the City completed a comprehensive Strategic Plan with a new Mission Statement: *To elevate quality of life through excellent City services.* Please click here to view the City's [strategic plan](#). The City's Water Resource Recovery Facility has achieved Utility of the Future status and the utility is known for its innovative approaches to wastewater and stormwater management.

APPLICATIONS MAY BE FILED ONLINE AT:
[http://www.grandrapidsmi.gov/jobs/human-resources-
Department](http://www.grandrapidsmi.gov/jobs/human-resources-Department)

Position #599 - 0220
ENVIRONMENTAL SERVICES MANAGER
AP

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