



City of Kansas City, Missouri Job Class Specification

Job Title:	ENVIRONMENTAL MANAGER	Department:	MULTI
Job Code:	4052	Status:	EXEMPT
		Grade:	EX-4

Summary

This is highly responsible professional and supervisory work in the direction of environmental programs. Work involves overall responsibility for a major component of the City's environmental efforts and accomplishment of the City's fundamental environmental objectives. Employees of this class typically establish priorities and formulate policies to guide subordinate staff and supervisors in the implementation of City environmental programs. Work is reviewed by an administrative manager for results and adherence to departmental policies, but an employee of this class uses personal discretion and judgment and is allowed very broad latitude and freedom of action in the implementation and administration of the environmental programs.

Duties and Responsibilities

- Develops, implements, and administers plans and policies for a major component of the City's environmental program.
- Supervises the planning of programs, budgets, personnel requirements, facilities, contractor support, and services for a major component of the City's environmental program.
- Formulates and interprets departmental policies and procedures and ensures their application to work performed by subordinates.
- Networks and cooperates with internal and external entities to advance the goals of the City's environmental programs.
- Advises and consults with internal and external entities to disseminate information about the environment and environmental protection programs.
- Directs the collection, recording, and analysis of information and other data pertinent to the City's environmental program; interprets such information and makes reports and recommendations for program improvements.
- Develops and administers programs for recycling, beneficial reuse and disposal of various water and wastewater residuals.
- Performs related duties as required.

Technical Skills	<p>Extensive knowledge of :</p> <ul style="list-style-type: none"> Modern principles, practices, and techniques for environmental management. Relevant federal, state and local laws and regulations governing the environmental field Modern principles, practices, and techniques for public administration as they apply to directing a major component of a municipal government. <p>Ability to:</p> <ul style="list-style-type: none"> Plan programs and projects and integrate those activities with other City programs. Plan, lay out, assign, direct, and supervise the work of subordinate employees performing a variety of supervisory, professional, and paraprofessional environmental management functions. Develop and implement strategies to promote a healthy environment or minimize adverse impacts to the environment. Establish and maintain effective working relationships with municipal officials, subordinates, co-workers, and the general public.
Education and Experience	<p>Accredited Bachelor's degree with major course work in an environmentally related field such as environmental science, and related physical and life sciences, environmental engineering, and related engineering specializations, environmental law and related legal specialization's; agricultural and horticultural sciences, geology, environmental studies and related management and public administration specialization's; supplemented by a graduate degree in an environmentally related area: and six (6) years of progressively responsible experience as an environmental professional;</p> <p style="text-align: center;">or</p> <p>An equivalent combination of education and experience.</p>
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none"> ▪ Must possess a valid State –issued driver's license in accordance with the City of KCMO policies. ▪ Will be required to pass a preemployment drug screen. ▪ Must pass a background check as prescribed by the City.
Supervisory Responsibility	<p>Supervision may be exercised over a staff of supervisory, professional, technical and clerical subordinates.</p>
Supervision Received	<p>Work is performed under the direction of an administrative manager.</p>
Created Revised	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p> <p>5/97</p> <p>9/06, 8/2022 , 01/2024</p>