



MANAGER OF ENVIRONMENTAL COMPLIANCE

FC: SF140
PB: 09

PC: 930
BU: 95
June 2003

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the general direction of the Chief Safety Officer, directs, manages, supervises, and coordinates the activities and operations of the Environmental Compliance Division within the System Safety Department, including administration of environmental regulations associated with District operations, maintenance, planning, rehabilitation, or expansion activities; represents the District on local, regional, State, and Federal environmental issues; manages the procurement and execution of environmental services; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Chief Safety Officer; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single class manages and coordinates the activities and operations of the Environmental Compliance Division which includes administration of activities related to environmental regulatory compliance, hazardous materials management and environmental engineering. This class reports to the Chief Safety Officer who has the overall management responsibility for the System Safety Department.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for the Environmental Compliance Division, including activities related to environmental regulatory compliance, hazardous materials management, and environmental engineering.
2. Establishes and manages District policies and procedures for environmental review, documentation, and mitigation monitoring for District projects in accordance with the California Environmental Quality Act (CEQA).
3. Directs and administers processes and documentation required by CEQA, the National Environmental Policy Act (NEPA), and other federal, state, and local environmental regulations; advises District staff, in conjunction with legal advisors, on appropriate approaches to environmental review and compliance.
4. Prepares and/or manages preparation of a variety of studies, investigations, and documentation, including responding to CEQA documents from other agencies and reporting on District environmental mitigation.

5. Establishes procedures for and monitors compliance with other environmental regulations, including the Clean Water Act (CWA), Clean Air Act (CAA), Toxic Substances Control Act (TSCA), Resource Conservation and Recovery Act (RCRA), and Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).
6. Analyzes complex environmental issues, evaluates alternative solutions to problems and recommends modifications to environmental documents, policies and procedures as appropriate, negotiates and resolves sensitive and controversial issues.
7. Serves as liaison for environmental issues with other divisions, departments, and outside agencies; coordinates with other departments to determine environmental requirements as they apply to District operations, maintenance, planning, rehabilitation, or expansion activities and determines that necessary plans and permits are in place.
8. Establishes and manages District procedures for managing environmental liability and assessing and remediating environmental hazards.
9. Establishes and manages District goals, objectives, policies and procedures for hazardous materials management, including hazardous waste disposal, hazard communication, emergency planning and community right-to-know, and waste minimization.
10. Plans, directs, coordinates, and reviews the work plan for assigned projects and programs; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
11. Prepares and administers requests for proposals; reviews and evaluates proposals; participates in award and administration of contracts.
12. Monitors developments and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements practice and procedural improvements.
13. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline when required.
14. Oversees the management and utilization of the District's General Environmental Services Agreement(s).
15. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
16. Serves as staff on a variety of boards, commissions, and committees; prepares necessary correspondence and reports and makes presentations to senior staff and elected officials, including presentations to the BART Board of Directors.

17. Provides responsible staff assistance to the Chief Safety Officer; assumes responsibility as department manager in his/her absence.
18. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the environmental field.
19. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Principles, practices, and application of CEQA, NEPA, CWA, CAA, TSCA, RCRA, and CERCLA and equivalent California regulations.

Local, State, and Federal environmental laws, codes, and regulations and their implementation as they pertain to transit operations, public development, and transportation projects.

Methods of environmental assessment and mitigation monitoring.

Methods of, techniques of, standards for, and required studies for assessment of impacts in the areas of: biology and other natural sciences; air quality, water quality; traffic, noise; land use; visual and aesthetics; public health and safety, and cultural resources.

Principles and practices of hazardous materials management, hazardous waste disposal, hazard communication, emergency response, emergency planning and community right-to-know, and waste minimization.

Principles and practices of environmental investigation, risk assessment, and remediation.

Procedures and methods of community and agency consultation.

Principles and practices of program and personnel administration, budget preparation, and management.

Principles of supervision, training, and performance evaluation.

Principles and practices of program development, administration, auditing, and assessment.

Principles and practices of contract administration and project management.

General familiarity with construction, engineering, and transit operations.

General familiarity with chemistry, hydrology, and toxicology.

Skill in:

Assessing the environmental effects of projects and activities.

Overseeing and managing a comprehensive environmental compliance program.

Communicating clearly and concisely both orally and in writing.

Preparing and assembling documents for public distribution and/or presentation.

Selecting, supervising, training, and evaluating environmental compliance staff.

Overseeing, directing, and coordinating the work of highly specialized consultant staff.

Participating in the development and administration of environmental compliance division goals, objectives, and procedures.

Overseeing or performing research, analysis, and evaluation of District projects using environmental assessment methods and techniques.

Overseeing or performing audits and inspections of District operations.

Preparing and administering large program budgets.

Preparing clear and concise administrative and financial reports.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.

Interpreting and applying Federal, State, and local policies, laws, and regulations.
Establishing and maintaining effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in engineering, environmental planning, urban planning, business administration, public administration, or a related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable experience with environmental compliance, with emphasis on CEQA, environmental impact analysis, hazardous materials management, and environmental engineering, including at least two (2) years of administrative and supervisory experience.

Other Requirements:

Required to respond to after hours incidents and to perform field activities. Field activities may include (but are not limited to) accessing the BART operating right-of-way, climbing on and off rail equipment, climbing ladders, walking on uneven surfaces, visiting construction sites and operating a motor vehicle. Must possess a valid California driver's license and have a satisfactory driving record.

Substitution:

Additional professional experience as outlined above may be substituted for the above education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.