



We invite applications for the position of:
Environmental Programs Coordinator
\$8,757 - \$10,441 MONTHLY
Plus a comprehensive benefits package

The Public Works Department is seeking an Environmental Programs Coordinator

Why Join our Department?

The Public Works Department is comprised of Regulatory Compliance, Engineering, Field Maintenance, Facilities/Fleet, Wastewater Treatment, and Asset Management Divisions. Each division is led by one of two Deputy Directors, who report to the Director of Public Works. The department is responsible for the City's major capital projects and infrastructure including streets, street lights, traffic signals, publicly owned facilities, sewer and storm conveyance systems, wastewater treatment plant, pump stations, a lagoon, dams, and levees; as well as solid waste and environmental programs. The Department is responsible for regulatory compliance related to stormwater, green infrastructure, and other environmental programs, as well as public outreach to raise awareness to the general public and other stakeholders about these issues.

When you join the Public Works Department, you will work among collaborative and energetic colleagues who share a passion for serving our San Mateo citizens and improving the community in which we live and work. Our team is comprised of individuals with diverse talents and experience in various fields. We will provide you with a wide range of opportunities in a team-based collaborative environment while helping you achieve your professional goals. Collaboration, Innovation, Respect, Creativity, Transparency and Informed Risk-taking are attributes within the City's mission, values and organizational principles that we are seeking in the candidates.

Look to some of the reasons why the City of San Mateo is a great place to work: https://www.youtube.com/watch?v=GTIzeSpc_g

What You'll Do

The Environmental Programs Coordinator coordinates, promotes, and implements the City's environmental compliance programs within the Public Works Department; coordinates with both internal and external customers to facilitate compliance; assists the public; and performs a variety of professional and technical level tasks relative to assigned areas of responsibility. Duties may include, but are not limited to, the following:

- Coordinate and implement programs and provide compliance oversight for all provisions of the Stormwater Municipal Regional National Pollutant Discharge Elimination System (NPDES) Permit (MRP) to facilitate compliance of the City therein.
- Coordinate with other City departments, divisions, and sections as needed to facilitate implementation of various programs and compliance with regulations including, but not limited to the General Industrial Stormwater and NPDES Permits for the Wastewater Treatment Plant; Stormwater Pollution Prevention Plan for the City Corporation Yard; Bay Area Air Quality Management District (BAAQMD) permits and Hazardous Materials/Waste Management for various Public Works facilities; Federal Pretreatment, and other applicable Federal, State, and local regulations.
- Interact and communicate with regulators in a professional and respectful manner that builds trust and fosters a good will.
- Manage and prepare schedules for regulatory requirements to ensure timely preparation and submission of required reports.
- Maintain documentation and information management systems to monitor program performance and compliance.
- Conduct educational outreach activities that promote Pollution Prevention and participate in outreach and community/cleanup events.
- Attend various meetings and support activities including but not limited to C/CAG NPDES Technical Advisory Committee and its subcommittees, and Bay Area Clean Water Agencies Air Committee, to collaborate with peers, keep current on compliance issues and represent the City, as appropriate.
- Manage relationships, communication systems, and coordinate services on regulatory issues with other groups, contractors, cities, and agencies.
- Ensure systems of communication, coordination, and actions are consistent amongst other departments, divisions, and sections with regards to compliance with various environmental regulations.

The Environmental Programs Coordinator receives direction from the Regulatory Compliance Manager or higher level department personnel and may exercise technical or functional supervision over technical, administrative support and/or temporary and volunteer staff.

For a complete list of duties, reference our job specifications at: <https://www.cityofsanmateo.org/DocumentCenter/Index/86>

Who You Are

- You possess knowledge of stormwater, wastewater, air, and/or hazardous materials/waste regulations, permits, practices, and related guidelines; in addition possess knowledge of inspection and field investigation practices and procedures.
- You possess the ability to communicate, plan, organize, coordinate, direct, and implement comprehensive environmental programs.
- You possess knowledge of current trends and recent developments in environmental compliance regulations.
- You have the ability to conduct research, gather and analyze data, evaluate alternatives, make recommendations, and prepare clear and concise studies, proposals, and reports.
- You possess knowledge of public administration policies and procedures and the structure and organization of public sector agencies.
- You possess the ability to perform a wide variety of analytical duties and tasks with little to no supervision.

What You Bring

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- You possess a minimum of four (4) years related experience in environmental regulations and practices.
- You possess the equivalent to completion of two years of college including or supplemented by training in environmental science. (A Bachelor's Degree in environmental science, biology, public administration or a related field may be substituted for up to two years of the desired experience.)

Bonus Points (highly desirable)

- CWEA Environmental Compliance Inspector, Grade II certification
- Possession of any other type of additional professional certification or documented training related to typical duties.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment; and work outdoors with exposure to dust, noise, and inclement weather, and some stooping, lifting, and climbing.

What We Offer

- *Salary:* \$8,757 - \$10,441/month
- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members). Classic employees contribute 8.30% to CalPERS and New members contribute 6.75% to CalPERS.
- Participation in the Social Security Program
- Programs: Deferred Compensation plan with City match up to 0.5% of base salary, City will contribute 0.5% of base salary to the deferred compensation plan, and 1% city contribution to a Retirement Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Diff: \$195 monthly (if applicable)
- This classification is represented by the San Mateo City Employees Association

Are You Ready? Apply.

Submit an online application and supplemental questionnaire at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close by **November 29, 2023 @ 5:00 p.m. or upon receipt of the first 50 applications and supplemental questionnaires, whichever occurs first.**

Examination Process

All applications, *résumés (recommended)* and supplemental questionnaires received will be reviewed for minimum qualifications. A fully completed application is required; a resume does not replace the information required on the employment application, including work history. Applications with "see *résumé*" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these. A Zoom oral panel interview is tentatively scheduled for **December 12, 2023**.

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – November 1, 2023

*Note: The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org.*

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO

Environmental Programs Coordinator

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. (Questionnaire responses must be submitted with the employment application.)

1. Please describe your knowledge and experience working with environmental regulations. Explain your experience developing and implementing policies, procedures, and ordinances to comply with environmental regulations. Please include the agency/company where you obtained the experience, your title, and the specific job duties for which you were responsible.
2. Please describe your experience creating a new program or making significant improvements to a program. What was your role and what were the outcomes?
3. Please describe your experience working with various stakeholders including regulators, other cities or agencies, internal customers, the general public, or environmental organizations.