



City of El Cerrito  
**OPERATIONS AND ENVIRONMENTAL SERVICES**  
**DIVISION MANAGER**

<b>SALARY</b>	\$57.18 - \$71.47 Hourly \$4,288.15 - \$5,360.31 Biweekly \$9,291.00 - \$11,614.00 Monthly \$111,492.00 - \$139,368.00 Annually	<b>LOCATION</b>	El Cerrito, CA
<b>JOB TYPE</b>	Full-time	<b>REMOTE EMPLOYMENT</b>	Flexible/Hybrid
<b>JOB NUMBER</b>	2024-11	<b>DEPARTMENT</b>	Public Works
<b>OPENING DATE</b>	05/02/2024	<b>CLOSING DATE</b>	6/2/2024 4:00 PM Pacific

## CLASS DESCRIPTION

*We value the time and effort you dedicate as you consider embarking in a career with the City of El Cerrito and we welcome the opportunity to connect with you as we progress through the process of filling the key role of Operations and Environmental Services Manager.*

### City Perks:

- Telework options; schedule flexibility where possible
- Comprehensive medical benefits package, including (full coverage for employees and their family members up to \$2,714.52 per month)
- Dental, Life Insurance, Disability Insurance, Employee Assistance Program
- CalPERS Retirement (2.7% at 55 for Classic members & 2% at 62 for PEPRA members)
- Admin Leave, Holiday Pay, Birthday, and Floating Holiday Pay
- Bilingual Pay
- Tuition Reimbursement
- Training Opportunities
- Deferred Comp Plan Options
- Discounts on Recreation Programs
- Access to Wellness Programs

### Are We A Match?

- You are passionate about advancing climate-focused, sustainable infrastructure and promoting environmental sustainability and stewardship programs
- You are adaptable, flexible, and offer solutions in ambiguous situations
- You are able to work in partnership with customers and Departments, to make sure their needs are met, also having great interpersonal skills!
- You enjoy analyzing and resolving complex challenges; can problem solve and think “outside the box” to achieve results
- You are detail-orientated and organized to keep track of multiple and varying projects
- You are excited to lead and work with a dynamic team!

- You enjoy contributing to a positive work environment that fosters motivation, collaboration, coaching, and engagement of division staff

### **Additional Salary Information**

The salary range (shown above) is effective July 1, 2023 as approved by the City Council under [Management and Confidential Employees Resolution 2023-46](#). Per this resolution, a 3% cost of living adjustment will be implemented effective July 1, 2024 and the new Control Point will be \$11,962 monthly.

*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.*

### **THE POSITION**

We are seeking a collaborative, motivated, flexible, and creative Operations and Environmental Services Division Manager to join our team. This position will direct, manage, supervise and coordinate the activities and operations of the Operations + Environmental Services Division, including maintenance of streets, multimodal transportation facilities, storm water systems, parks, public landscapes, and building facilities and systems; implementation of integrated waste management programs including curbside recycling collection, recycling center operations, and solid waste contract management; community engagement and outreach; environmental regulatory compliance; and implementation of environmental policies and initiatives including climate action, clean water, creek protection, and energy and water efficiency. The Operations and Environmental Services Manager participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; and provides complex and responsible support to City management in areas of expertise.

The Operations and Environmental Services Manager receives general direction from the Public Works Director/City Engineer and exercises direct and indirect supervision over supervisory, professional, maintenance and recycling operations staff, and administrative support staff through subordinate levels of supervision.

**If you are looking for a rewarding place to work with a dynamic and collaborative City team and an opportunity to grow professionally, this is the position for you!**

**Interviews will be held VIRTUALLY on Thursday, June 13th**

### **ESSENTIAL FUNCTIONS (DUTIES)**

*Essential responsibilities and duties may include, but are not limited to, the following:*

- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of services delivery methods and procedures; recommend within departmental policy, appropriate service and staffing levels.
- Plan, direct, coordinate and review the work plan for division staff, assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems; handle the most difficult, sensitive or controversial projects of the division.
- Plan, organize and direct the development and implementation of new and revised division programs; analyze program impact; coordinate program activities, including project planning, cost-benefit analysis, fund and bond financing and the utilization of special consultants for various programs; apply for and administer grant funding as appropriate.
- Oversee the preparation and implementation of marketing and public information campaigns; direct or develop special events and programs to promote and educate the public about recycling, resource conservation, and pollution prevention issues; oversee the preparation of brochures, press releases, and a variety of other educational and promotional items; manage outreach to existing business owners, residents, and other groups on awareness of City's environmental, recycling, waste and maintenance programs.
- Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures;

implement adjustments.

- Select, train, motivate and evaluate division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Ensure compliance with all legal requirements and established procedures pertaining to division programs and functions.
- Serve or designate staff to serve as liaison for the Division with other divisions and departments; represent or designate staff to represent the City with various municipalities and governmental agencies, including the Regional Water Quality Control Board and WCCIWMA; represents and negotiates for the City on regional environmental problems and issues.
- Serve or designate staff to serve as liaison for City committees or commissions as assigned.
- Prepare and review a variety of written documents, including complex reports, resolutions and ordinances, general correspondence, promotional material; deliver oral presentations before the City Council, other agencies, businesses and the public.
- Prepare and review requests for proposals and evaluate bidders' documents for goods and services; negotiate trash hauler agreements and oversee the trash franchise agreement; monitor all division agreements for goods and services.
- Provide technical expertise to the Public Works Director/City Engineer, the City Manager, other departments, resident committees, and the general public on division programs.

## QUALIFICATIONS

### Knowledge Of:

- Principles and operational characteristics, services and activities of waste management, recycling and environmental programs; and maintenance programs
- Principles and practices of program development and implementation.
- Principles and practices of contract negotiation.
- Principles and procedures of grant preparation and administration.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of municipal budget preparation and administration.
- Applicable laws, codes and regulations governing the area of assignment.
- Computer applications related to the work (currently MS Office Suite, and others as needed)
- Principles and practices of effective business and technical report writing.
- Techniques for effective public presentations and dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person, over the telephone and via e-mail.

### Abilities:

- Oversee and participate in the management of comprehensive recycling, solid waste and environmental programs; and maintenance programs.
- Oversee, direct and coordinate the work of assigned staff.
- Select, supervise, train, motivate and evaluate staff.
- Participate in the development and administration of division goals, objectives and procedures.
- Research, analyze and evaluate new service delivery methods and techniques.
- Research, develop and implement division programs.
- Negotiate and administer contracts for division activities.
- Prepare and administer division budget.
- Prepare clear and concise administrative and financial reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Develop, implement, interpret and explain applicable laws, rules, ordinances and regulations.
- Handle difficult and sensitive situations using sound, independent judgment within general policy and legal guidelines
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

**Experience and Education Guidelines:**

*The City is looking for a creative, team-oriented, proactive individual who can clearly demonstrate that they have the following background and competencies. 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:*

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with coursework related to environmental studies, public administration or related field.

**Experience:**

Six (6) years of increasingly responsible experience in the environmental programs area and/or maintenance operations of a municipal agency, including two years of supervisor/management responsibility.

**Licenses/Certificates/ Other requirements:**

Possession of, or ability to obtain, a valid California Driver's License by date of hire.

**OTHER REQUIREMENTS****THE COMMUNITY**

Located near the east shore of the San Francisco Bay, the City of El Cerrito is an ethnically diverse community offering a high quality of life within one of the nation's most sophisticated and beautiful living areas. With a population of almost 25,000 residents, El Cerrito has the advantage of being centrally located in a major metropolitan area. El Cerrito is an established community with a strong self-identity and a commitment to enhancing the quality of life for its community members.

**THE DEPARTMENT**

The mission of the Public Works Department is to plan, design, construct, operate and maintain public facilities and infrastructure and programs that support the quality of life for the citizens of El Cerrito in a way that ensures an economically and environmentally sustainable future. The Public Works Department consists of two Divisions: the Engineering Division and the Operations and Environmental Services Division (OESD). OESD operates from the Recycling + Environmental Resource Center (RERC) and the Corporation Yard, and provides services for the maintenance of public facilities, infrastructure, and landscaping; waste management; and environmental sustainability programs and compliance.

**Learn more about what it's like to work for the City of El Cerrito by watching the following videos, showcasing the El Cerrito community and organization:**

- ["Welcome to Vibrant & Diverse El Cerrito"](#)
- ["Discover the Perks of Working for the City of El Cerrito"](#)
- ["Quality of Life in El Cerrito"](#)

**For more information, please visit the following:**

City's Human Resources page: <https://www.el-cerrito.org/126/Human-Resources>

Salary Schedules: <https://www.el-cerrito.org/228/Salary-Benefits>

Benefit Guide: <https://www.el-cerrito.org/DocumentCenter/View/18269/2023-City-of-El-Cerrito-Benefits-Guide>

**Physical and Mental Demands- See Class Spec**

**Agency**

City of El Cerrito

**Address**

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El Cerrito, California, 94530

**Phone****Website**

