

**County of Humboldt Job Specification**  
**DEPUTY PUBLIC WORKS DIRECTOR – ENVIRONMENTAL**  
**SERVICES**  
**Classification 0307**



**DEFINITION**

Under administrative direction, plans, organizes, coordinates, and directs the work of the Environmental Services Division of the Public Works Department; supervises staff and professional consultants in the preparation and review of technical environmental documents and permit applications for a variety of capital projects, operations, and maintenance activities; coordinates the department's compliance with environmental permits and requirements; develops and implements water resource programs; represents the County on regional water issues involving the Eel River, Trinity River, and Klamath River; supervises programs related to the North Coast Resource Partnership and Humboldt County Fire Safe Council; oversees the Parks and Trails division; coordinates expansion of regional trails with community partners; manages the McKay Community Forest; manages the Table Bluff landfill; and performs related work as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Public Works. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

**CLASS CHARACTERISTICS**

This is a deputy department director classification that oversees, directs, and participates in all activities of the Public Works, Environmental Services Division, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This classification provides assistance to the Director of Public Works in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, County functions and activities, including the role of the Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering County goals and objectives within general policy guidelines. This classification is distinguished from Director of Public Works in which the latter has overall administrative and policy responsibility for all public works functions and programs.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different positions.*

- Plans, organizes, coordinates and directs through subordinate supervisors the work of the Environmental Services Division, including the environmental permitting and compliance,

natural resources planning, water management, parks and trails, community forestry, and solid waste functions.

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division.
- Develops and implements management systems, procedures and standards for program evaluation.
- Cultivates relationships with funding agencies and develops grant applications.
- Develops collaborative partnerships with local agencies and community organizations to address large-scale, complex problems; acts as liaison between the County and various governmental agencies and stakeholder groups.
- Directs the preparation and administration of the division's budget; monitors expenditures; prepares requests for funding from outside agencies, monitors funds received and performs grant administration.
- Directs the selection, supervision and work evaluation for division staff and provides for their training and development.
- Implements the selection of professional consultants, administers professional service agreements, directs consultants' work, and reviews consultants' work products.
- Directs and participates in the preparation of plans, feasibility studies, project reports, and related documents.
- Coordinates the work of the division with that of other divisions, departments and outside agencies and individuals.
- Ensures adherence to codes, applicable laws, regulations and guidelines relating to capital projects and maintenance activities.
- Prepares CEQA, NEPA and other applicable documents for assigned projects; obtains local, state and federal permits for public works projects as appropriate.
- Directs and coordinates the management and maintenance of three federal flood control levees; coordinates projects with partners for flood risk reduction and habitat restoration on creeks and rivers; leads planning studies for sea level rise adaptation.
- Represents the County to advance the County's water contract for releases from Trinity Reservoir into the Trinity River; represents the County related to dam decommissioning and out-of-basin water diversions on the Eel River; represents the County related to Klamath River management issues.
- Serves as the administrator of the Humboldt County Groundwater Sustainability Agency and directs the implementation of the Eel River Valley Groundwater Sustainability Plan; directs and coordinates a program for well permit reviews within the Eel River Valley groundwater basin.
- Directs and coordinates the management and maintenance of the closed Table Bluff solid waste landfill; directs and coordinates the assessment and remediation of contaminated county-owned properties; administers municipal stormwater permits applicable to the County.
- Supervises and participates in the County's involvement with the North Coast Resource Partnership and the Humboldt County Fire Safe Council.
- Plans and provides oversight for capital improvement and maintenance projects and resource management for County parks and trails; supervises the operations and maintenance of park and trail grounds and infrastructure; manages the McKay Community Forest for public access and recreation, sustainable timber harvest, and habitat conservation and restoration; directs and coordinates plans and development projects to expand the regional trail network.

- Represents the County in meetings with state, federal and regulatory agencies, local professional and community groups; serves as environmental services technical expert to the department and County administrators.
- Directs and coordinates the maintenance of an archive of historical maps, photographs, and environmental documents.
- Acts as the Director of Public Works, as assigned.
- Performs other related duties as assigned.

*The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles, practices, theories and techniques of natural resource planning and preservation, including environmental research and analysis.
- Principles, practices and methods used in the operations and maintenance of a county parks and trails system and associated project development.
- Principles, practices, techniques and methods of maintaining flood control levees and closed landfills.
- Applicable state, federal and local laws and regulations related to permits, including CEQA and NEPA applicable to natural resource and environmental services projects and management.
- Principles and practices for management of water resources and watersheds.
- Principles and practices of budget development and administration.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Environmental Services Division.
- Plan, organize, administer and coordinate the analysis of project impacts on natural, historical and archaeological resources.
- Plan, organize, administer and coordinate environmental resource programs and activities including reading engineering design plans and interpreting maps and aerial photos.
- Plan and conduct research projects, compile results, analyze data and apply applicable laws and regulations.
- Prepare clear and concise reports, correspondence, and other written materials. Maintain accurate records and files; apply archival preservation storage principles and practices.
- Exercising sound independent judgment within general policy guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Minimum Qualifications:**

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

Equivalent to a bachelor's degree in environmental studies, natural resources, environmental planning or a related field

**and**

Four (4) years of increasingly responsible professional experience performing environmental and cultural resources research and impact analysis; and preparing CEQA and NEPA documents and related assessments, which included at least two years of experience with responsibility for staff and budgetary oversight and administration.

**Licenses and Certifications:**

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

**PHYSICAL DEMANDS**

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

### **ENVIRONMENTAL CONDITIONS**

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **ADDITIONAL REQUIREMENTS**

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).