

Introduced by: Mayor
Date: 04/19/16
Action: Adopted
Vote: 9 Yes, 0 No, 0 Absent

**KENAI PENINSULA BOROUGH
RESOLUTION 2016-023**

A RESOLUTION APPROVING THE RECLASSIFICATION OF THE ENVIRONMENTAL COORDINATOR POSITION TO AN APPENDIX A ADMINISTRATIVE POSITION ENTITLED ENVIRONMENTAL PROGRAM MANAGER - SOLID WASTE, AND APPROVING THE REVISED JOB DESCRIPTION

WHEREAS, the Environmental Coordinator was a member of and participated in the Kenai Borough Employee Association (KBEA) as a classified employee; and

WHEREAS, the duties and responsibilities required to provide proper development and management of the solid waste department's environmental programs have necessitated revising the former job description of the Environmental Coordinator to an Environmental Program Manager-Solid Waste; and

WHEREAS, the Administration recommends that this be an administrative Appendix A appointed position; and

WHEREAS, the Kenai Borough Employees' Association (KBEA) agrees that with the new responsibilities this position should be included in Appendix A as it meets the criteria of Article 1, Section 2(d)(6) of the Collective Bargaining Agreement (CBA) which identifies "Positions having direct responsibility for one or more major borough programs or functional areas" as qualifying for Appendix A; and

WHEREAS, the CBA provides that the mayor shall submit a resolution to the Assembly to approve the job description and inclusion of the position in Appendix A if the parties determine the position should be included in Appendix A; and

WHEREAS, this job description will not create a new position but will replace the classified position with an Appendix A position;

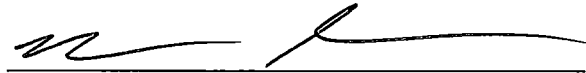
NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the Kenai Peninsula Borough Assembly authorizes the establishment of the Environmental Program Manager – Solid Waste as an Appendix A Administrative position and approves the job description accompanying this resolution.

SECTION 2. That the Kenai Peninsula Borough Assembly authorizes the Environmental Program Manager – Solid Waste to be set at a Level 3 pay range.

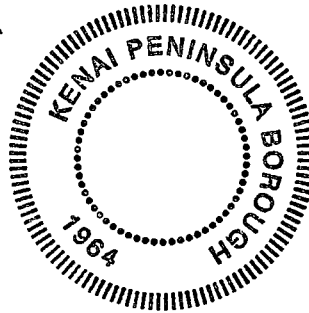
SECTION 3. That this resolution shall take effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 19TH DAY OF APRIL, 2016.


Blaine Gilman, Assembly President

ATTEST:


John Blankenship, MMC, Borough Clerk



Yes: Bagley, Cooper, Dunne, Holmdahl, Johnson, Knopp, Ogle, Welles, Gilman
No: None
Absent: None

Position Description: Environmental Program Manager, Solid Waste

Service Type: Administrative - Level 3

Definition: Under the general direction and supervision of the Solid Waste Director or designee, the **Environmental Program Manager, Solid Waste** is responsible for program development, review and management of the solid waste department's environmental programs; assisting with overall management of all solid waste facilities; performing project management of solid waste capital improvement projects; ensuring solid waste facilities are constructed, developed and operated in accordance with contracts and environmental regulations; and conducting public meetings and presentations. Duties also include providing technical assistance with environmental issues to other departments and service areas.

Minimum Qualifications: High school diploma or GED and a bachelor's degree in the environmental science or engineering field with a minimum of four years' professional experience in environmental science, hazardous materials or solid waste. Relevant work experience (e.g., progressively more responsible roles in environmental science, compliance, permitting, and/or regulatory agencies) may be substituted for the educational requirement on a year-for-year basis. Strong verbal and written communication skills are required, with a significant technical writing component. A working knowledge of Federal and State regulations (EPA, ADEC, OSHA, etc.) is required. This position requires a 40-hour hazardous waste site training certification and an asbestos worker certification or the ability to obtain within one year of employment. This role requires a valid and unrestricted Alaska driver license. Also requires overnight travel and travel in small aircraft.

Preferred Knowledge and Experience:

Work experience in public grounds and building construction, and supervisory experience.

Essential Functions:

1. Develops and manages the borough's solid waste environmental compliance programs and regulatory permitting.
2. Oversees compliance with environmental standards for all borough solid waste facilities which includes site specific field work, data compilation and assessment, and report preparation. Maintains environmental records for all borough solid waste facilities.
3. Serves as contract administrator on minor construction, operation, and professional services projects. Provides quality assurance and quality control for various aspects of site development and operations.
4. Applies contract management and engineering principles and practices for planning, location, design, construction and operation of a variety of minor capital improvement and operation projects. Primary work includes enhancements to the leachate collection and recirculation system, landfill gas collection system, and water monitoring program (water and gas monitoring wells), remote landfill operations including new site selection, cover material acquisition, landfill expansion, and landfill closure and reclamation.
5. Monitors changes in federal and state regulations and guidance regarding environmental health and safety issues and hazardous materials handling. Leads

implementation of required changes to ensure borough compliance.

6. Oversees compilation, submittal, and acquisition of permits and approvals from agencies such as the Alaska Department of Environmental Conservation, Environmental Protection Agency, U.S. Army Corps of Engineers, US Fish & Wildlife Service and utility permits. Prepares technical reports for Borough compliance with all permits.
7. Prepares budgets, reports, plans, drawings, specifications, bid documents, contracts, change orders, charts for project scheduling and cost estimates for various types of design, construction, and operations projects.
8. Coordinates, reviews, and approves consultant and contractor submittals and reports.
9. Reviews and analyzes environmental reports such as water quality and special waste disposal requests. Reviews and evaluates analytical results for water, wastewater, soil, gas, septic and other special wastes. Makes recommendations to the borough regarding necessary actions.
10. Researches and prepares environmental reports related to solid waste facility development and operations. Work may include capacity calculation alternative waste management methods, facility improvements/modifications, staffing options, safety issues and procedures, code and regulatory reviews and other related tasks.
11. Acts as project manager and supervises assigned support staff, if any.
12. May be assigned to act as Solid Waste Director or Landfill Manager in their absence.
13. Provides public education and community outreach on environmental and solid waste related issues.
14. Coordinates and conducts meetings and public presentations in support of solid waste issues.
15. Coordinates budgets and tracks environmental compliance education and training for all solid waste employees.
16. Coordinates activities of borough solid waste personnel involved in, or exposed to, hazardous materials during removal, handling or disposal.
17. Provides environmental technical support for other borough departments for water quality, hazardous waste management, and property acquisition, assessment and cleanup.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is regularly required to communicate orally, use hands and fingers dexterously to operate office equipment, and to sit; and occasionally required to stand, walk, climb and balance, stoop, kneel, crouch or crawl, reach with hands and arms, transport up to 40 pounds and wear a respirator. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Examinations:

A post-employment medical examination and annual medical examinations may be required.