

City of Fort Worth, Texas Job Description

Classification Title	Regulatory/Environmental Administrator		
Job Code:	MG1541	Job Family:	Management
Pay Grade	613	Date Reviewed:	07/17/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Oversees and coordinates environmental legislative activities. Implements program goals and objectives; and performs a variety of administrative and professional tasks in support of assigned programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Oversees and coordinates regulatory and environmental activities. Monitors and reviews federal and state legislation and regulations; provides technical expertise in developing and implementing any environmental activities which may include water conservation and drought management programs.
2. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for departmental compliance to existing laws and regulations; and implements policies and procedures that are aligned with regulatory or departmental goals.
3. Monitors program performance; recommends and implements modifications to systems and procedures; meets with other departments and regional, state, and federal agencies to coordinate program input.
4. Evaluates, formulates and recommends new amendments to the city water usage and conservation programs, policies and objectives, as assigned. Manages water usage audits with major commercial and industrial users to reduce water use and comply with the conservation program; develops and maintains water use, conservation and educational monitoring and performance records and water use information files and databases.
5. Prepares recommendations on legislation and regulations that will benefit city operations and/or for the public at large; summarizes new and altered legislation and regulations; and explains legislation and regulations to divisions.
6. Serves as a representative for the department in discussion of regional, state, and federal environmental programs.
7. Promotes and coordinates specific activities within an environmental program or other related programs. Works with local and regional agencies, the public, water

customers and users, as applicable; and coordinates/implements a reclaimed water education program.

8. Maintains records and develops reports concerning new or ongoing programs and program effectiveness; maintains records for environmental grant and other projects; maintains and files environmental compliance reports; and prepares statistical reports, as required.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
11. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities of a water/wastewater utilities or environmental program.
 - Principles and practices of environmental program development and implementation.
 - Basic procedures, methods and techniques of budget preparation and control.
 - Local, state, and federal government organization and function.
 - Regulations governing water/wastewater operations or environmental issues.
 - Principles of water quality management.
 - Principles and practices of water conservation.
 - Modern office equipment including computers.
 - Pertinent Federal, State and local laws, codes and safety regulations.
- **Skill in:**
 - Organization and time management.
 - Computers and applicable software.
 - Interpersonal relations.
 - Facilitation.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Summarize legislation, regulations, and programs affecting the department.
 - Explain regulatory requirements to management and technical staff.
 - Incorporate engineering principles into reports and programs.
 - Coordinate and direct environmental programs concerning water/wastewater operations or environmental programs.
 - Recommend and implement goals and objectives for providing effective programs and projects.
 - Interpret and explain City policies and procedures.
 - Participate in program budget proposals.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Public Administration, Engineering, Environmental studies, Planning or a related field and three years of increasingly responsible experience in environmental legislation and regulation.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.