

Summary of Duties: Manages or assists in managing the activities of the Environmental Management Bureau of the Department of Airports; directs and coordinates the formulation and implementation of plans, policies, programs and regulations to control environmental effects resulting from airport operations; improves compatibility among the communities surrounding the City's airports by preparing reports with recommendations concerning urban/airport use planning, air quality compliance programs, transportation and traffic studies, hazardous materials compliance, and federal regulations; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: An Airport Environmental Manager is responsible for directing or assisting in directing the environmental activities and programs of the Department of Airports. Under the general direction of senior management, employees of the class direct, coordinate, and review the work of a group of professional employees together with consultants concerned with the multiple facets of Airport planning and development. An employee of this class represents the Department of Airports at conferences and in public, community, legislative and tenant meetings, including hearings and other forums regarding the environmental affairs of the Department. Incumbents in the class of Airport Environmental Manager, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Examples of Duties: Plans, directs and manages, or assists in managing, the Environmental Management Bureau; serves as the Chairman of the Airport Environmental Committee comprised of various affected airport bureau heads; formulates and implements plans, policies, programs, guidelines, directives and regulations to control and mitigate the environmental effects of airport noise, air quality, traffic and transportation planning, and hazardous material handling resulting from airport operations; performs intergovernmental liaison between the Department of Airports and adjacent local jurisdictions, and also with affected regional, state and federal agencies; provides expert testimony in legal proceedings regarding planning and environmental policies, programs and regulations; makes public presentations regarding airport environmental affairs; manages the FAA Part 150 Noise Compatibility Planning Programs conducted at all four Department controlled airports; directs preparation of plans, obtains necessary subdivision tract map approvals, land use and zoning permits, and authorizations required for Department facility development, and similar activities for tenant initiated projects; determines the level of required environmental analysis for all Department and tenant activities requiring discretionary approval to comply with the California Environmental Quality Act and other applicable federal, state and local environmental regulations, and prepares or coordinates the preparation of all such environmental assessments and reports; serves as the Airport representative to the Los

Angeles City General Plan Advisory Board, and the Airport Land Use Commission; communicates equal employment/affirmative action information to employees; applies job related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the principles, practices, techniques and purposes of airport environmental planning and management; a good knowledge of environmental management as applied in administering and directing the preparation of a wide variety of studies, technical reports and recommendations; a good knowledge of the principles, techniques and sources of information applicable to the collection, analysis, and presentation of data pertaining to environmental management; a good knowledge of supervisory principles and practices including planning, delegating and controlling the work of subordinates; a good knowledge of the techniques of training, instructing and evaluation of subordinate work performance; a good knowledge of counseling, disciplining and motivating subordinate personnel; a good knowledge of the procedures for grievance handling; a good knowledge of supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program; a good knowledge of effective safety principles and practices; a working knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of City personnel rules, policies and procedures; the ability to prepare or supervise the preparation of clear and concise records, reports, legislative recommendations and policies; the ability to communicate effectively both orally and in writing; and the ability to deal tactfully and effectively with personnel of other agencies, officials and the public.

Two years of professional environmental management experience in a class at least at the level of Environmental Supervisor or City Planner is required.

Appointment to this class is subject to a one year probationary period as provided in Section 109 of the City Charter.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 30 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties of any position shall be.