

**MAJOR FUNCTION**

This is an executive management position responsible for the leadership and management of the City's programs and initiatives relating to environmental law and policy, environmental regulatory compliance, energy resource management, building design and construction, centralized facilities management, and monitoring the City's progress toward meeting goals in these areas. The incumbent serves as a member of the City's Leadership Team and also serves as one of the key staff persons for the energy and environmental resources target issue. Work is performed under the administrative direction of an Assistant City Manager and involves responsibility for planning, organizing, staffing and administering organization-wide initiatives. Considerable independent judgment, discretion, and initiative are exercised in efficiently and effectively carrying out the daily operations of the department. The work is reviewed through reports, conferences, observations, analyses of reports and recommendations, and by results achieved.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, directs, and coordinates the development and delivery of services through the effective and efficient use of personnel and financial resources allocated to Environmental Services and Facilities. Develops, implements and oversees the City's Centralized Facilities Management program including construction, renovation, repair and maintenance activities at all City facilities. Formulates strategic and long-range plans and policies designed to put the City of Tallahassee in the forefront of leadership in the areas of energy resource management and conservation efforts. Monitors and verifies progress towards achieving the City's goals in the target areas. Oversees benchmarking for organizational and community carbon footprint and implementation of related policies. Oversees the City's Brownfields redevelopment program. Seeks funding for initiatives through grants and the formation of business partnerships. Coordinates work activities and programs of the department with other City, State and County programs and projects, and with private entities and business partnerships, as applicable. Monitors the Energy Service Company (ESCO). Serves as one of the City's key staff persons for the energy and environmental resources target issue. Benchmarks critical operations in each department that has energy, environmental, or facilities impacts. Addresses and facilitates the provision of training to civic organizations and other public or private groups on subjects relative to the City's environmental and energy resource management initiatives, activities and projects. Oversees environmental evaluation and assessments related to City operations. Ensures the City's compliance with applicable local, state and federal laws, rules and regulations. Prepares reports, correspondence, and agenda items. Attends and participates in conferences and meetings of department heads, the City Commission, and others. Directs the preparation and administration of the operating and capital budgets of the department. Makes procedural and operational recommendations to the City Manager. Maintains and promulgates necessary departmental rules and regulations, in accordance with personnel rules and regulations and City policy. Ensures staff's compliance with the City's equal opportunity initiatives, and related federal and state laws. Reviews hiring recommendations and approves the selection, advancement, transfer, grievance adjustment, discipline and dismissal of departmental employees. Conducts performance appraisals and approves or denies merit increases. Performs related work as required.

**Other Important Duties**

Seek opportunities to operate the government in an enhanced environmentally conservative manner. Recommends modifications to City programs, policies, and procedures, as appropriate. Serves on cross-functional teams and committees when needed. Performs related work as required.

**DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills

Knowledge of modern techniques, methods, procedures, principles, and practices of building construction, environmental law and policy, environmental regulatory compliance, administrative law, and energy conservation and environmental resource management. Knowledge of personnel, finance, general office and business administration, and the ability to apply them. Knowledge of the principles, practices, and techniques used in the operation of the various components of the City's energy, environmental and facilities management programs. Knowledge of the principles of supervision, training and performance evaluation. Ability to plan, direct, supervise, coordinate, organize, and inspect programs and activities. Ability to conduct research and comprehend technical reports. Ability to plan, assign, instruct, review, and evaluate work assignments of professional and clerical personnel. Ability to address civic organizations or other public or private groups on subjects relative to green initiatives, environmental management and energy resource management and conservation. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop, and present target area plans and programs. Possesses management style and values that are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communication skills. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree and five years of professional experience that includes developing and implementing programs aimed at building design or construction, energy conservation, environmental resource management or affecting environmental law, policy or practices; or a master's degree and four years of the required experience; or an equivalent combination of training and experience that includes at least three years of the required work experience. Two years of supervisory experience is required and may be a part of the required experience or another portion of the applicant's work history.

Necessary Special Requirements

Must possess a valid Class E State driver's license.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 04-01-08  
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