



MANAGER OF ENVIRONMENTAL REVIEW

JC: SF140
PG: I
FLSA: Exempt

BU: 31 (AFSCME)
Created: August 1999
Revised: May 2021

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, manages, supervises, coordinates and administers various aspects of the District's environmental review program, including environmental review and permitting associated with District operations, maintenance, planning, rehabilitation, or expansion activities; represents the District on local, regional, State, and Federal environmental issues; manages the procurement and execution of environmental services; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Group Manager of Strategic and Policy Planning; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the first level full supervisory/managerial classification responsible for managing the District's environmental review program by providing guidance and expertise on environmental review requirements, particularly as required under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), as well as external review and engagement. Classifications at this level typically independently represent District, are subject matter experts possessing highly specialized knowledge, skills, abilities, and experience, and are responsible for a specialty program area that has a major impact on the organization. Additionally, this classification is responsible for managing and supervising the work of subordinate employees. This classification is distinguished from the Group Manager of Strategic & Policy Planning in that the latter is responsible for directing all policy and planning activities within a major planning area within Planning & Development.

REPORTS TO

Group Manager of Strategic Policy & Planning or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Establishes and manages District policies and procedures for environmental review, documentation, and mitigation monitoring for District projects in accordance with the CEQA.
2. Administers, prepares, and/or provides oversight or guidance on environmental review, processes, and documentation required by CEQA/NEPA, stormwater plans, permit requirements, and other

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federal, state, and local environmental regulations; advises District staff, in conjunction with legal advisors, on appropriate approaches to environmental review and compliance.

3. Prepares and/or manages preparation of a variety of studies, investigations, and documentation, including responding to CEQA documents from other agencies and reporting on District environmental mitigation.
4. Reviews BART real estate permits, lease agreements, and BART project contracts, determines level of NEPA/CEQA documentation required, and provides environmental language for Executive Decision Documents.
5. Analyzes complex environmental issues, evaluates alternative solutions to problems and recommends modifications to environmental documents, policies, and procedures as appropriate, negotiates and resolves sensitive and controversial issues.
6. Identifies approaches to minimizing or avoiding environmental impacts resulting from BART projects, including during the planning, design, and construction phases.
7. Oversees staff responsible for performing the complex and difficult work of assessing, documenting, coordinating, and processing impact analyses for service extensions, development, and rehabilitation projects.
8. Serves as liaison for environmental issues with other divisions, departments, and outside agencies; coordinates with other departments to determine environmental requirements as they apply to District operations, maintenance, planning, rehabilitation, or expansion activities and determines that necessary plans and permits are in place.
9. Plans, directs, coordinates, and reviews the work plan for assigned projects and programs; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
10. Prepares and administers requests for proposals; reviews and evaluates proposals; participates in award and administration of contracts.
11. Monitors developments in best practice, regulatory requirements and legislation related to assigned areas of responsibility; evaluates impact upon District operations; recommends and implements practice and procedural improvements.
12. Participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
13. Serves as staff on a variety of boards, commissions, and committees; prepares necessary correspondence and reports and makes presentations to senior staff and elected officials, including presentations to the BART Board of Directors.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the environmental field.

15. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and application of CEQA/NEPA, and related environmental regulations, including determination of level of environmental review required for wide range of projects.
- Local, State, and Federal environmental laws, codes, and regulations and their implementation as they pertain to transit operations, public development, and transportation projects.
- CEQA exemptions as related to complex transportation projects that may still require careful consideration of potential environmental impacts.
- Methods of environmental assessment, environmental permitting, implementation of mitigation monitoring, stormwater pollution prevention, and oversight of environmental monitoring during project construction.
- Methods of, techniques of, standards for, and required studies for assessment of impacts in the areas of: biology and other natural sciences; air quality; greenhouse gas emissions; water quality; traffic and transportation; noise; land use; visual and aesthetics; public health and safety; and historic and cultural resources.
- Best practices in NEPA Section 4(f) and 6(f) requirements, Cultural Resources/Tribal Coordination and Section 106 of the National Historic Preservation Act, Biology/Wetlands Permitting, and methodologies for environmental justice analyses.
- Procedures and methods of community and agency consultation.
- Complex regulatory agency/interagency coordination and negotiation, particularly with environmental regulatory agencies.
- Principles and practices of program and personnel administration, budget preparation, and management.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of program development, administration, auditing, and assessment.
- Principles and practices of contract administration and project management.
- General familiarity with construction, engineering, and transit operations.

Skill/Ability in:

- Assessing the environmental effects of projects and activities.
- Reviewing complex project design documents, potentially covering extensive areas along a transportation alignment, to determine level of CEQA and/or NEPA review.
- Identifying potential environmental concerns and/or impacts, other permitting requirements, and possible design changes or alternative locations to remedy environmental concerns.
- Communicating clearly and concisely both orally and in writing.
- Preparing and assembling documents for public distribution and/or presentation.
- Selecting, supervising, training, and evaluating environmental compliance staff.
- Overseeing, directing, and coordinating the work of highly specialized consultant staff.
- Participating in the development and administration of environmental review program goals, objectives, and procedures, including overseeing and managing a comprehensive environmental review program.
- Overseeing or performing research, analysis, and evaluation of District projects using

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environmental assessment methods and techniques.

- Overseeing or performing audits and inspections of District operations.
- Preparing and administering large program budgets.
- Preparing clear and concise administrative and financial reports.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Interpreting and applying Federal, State, and local policies, laws, and regulations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

MINIMUM QUALIFICATIONS:

Education

Possession of a Bachelor's degree in engineering, environmental planning, urban planning, business administration, public administration, or a related field from an accredited college or university.

Experience

The equivalent of four (4) years of (full-time equivalent) verifiable experience with environmental compliance, with emphasis on CEQA, environmental impact analysis or related experience, including at least one (1) years of administrative and supervisory experience.

Substitution

Additional professional experience as outlined above may be substituted for the above education on a year-for-year basis. A college degree is preferred.

Other Requirements

Field activities may include (but are not limited to) accessing the BART operating right-of-way, climbing on and off rail equipment, climbing ladders, walking on uneven surfaces, visiting construction sites, and operating a motor vehicle. Must possess a valid California driver's license and have a satisfactory driving record.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicle, electrical energy, and inclement weather conditions.

Physical Conditions

May require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

BART EEO-1 Job Group: 1500 – Supervisors/Other
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No