

**CHAPTER 39 - DIRECTOR OF ENVIRONMENTAL SERVICES**

**ARTICLE 1 - POSITION.**

**SECTION 101.** The position of Director of Environmental Services is established in the City of Brewer. The person elected for the position shall be experienced in the municipal budgeting process, with the ability to perform complex supervisory, administrative team and professional work in planning, organizing, and directing municipal departments.

**SECTION 102.** The Director of Environmental Services shall also serve as the Superintendent - Sewer Department in accordance with Chapter 31 of the City of Brewer Charter, Codes and Ordinances.

**ARTICLE 2 - APPOINTMENT.**

**SECTION 201.** Pursuant to Article V, Section 1(b) of the Brewer City Charter and Chapter 2, Section 103, of the City of Brewer Charter, Codes and Ordinances, the City Manager shall appoint a Director of Environmental Services, subject to the confirmation of the Brewer City Council.

**ARTICLE 3 - DUTIES.**

**SECTION 301.** The Director of Environmental Services shall have the following duties:

- (a) Work under the direction of the City Manager upon the scope of the responsibilities committed to the position;
- (b) Exercise complex supervision over the City's Water Pollution Control Facility, landfill operations, and sewerage collection system;
- (c) Study and standardize department(s) policies and procedures to improve efficiency and effectiveness to operations and programs;
- (d) Prepare and document budget requests, administer adopted budget in assigned area(s) of responsibility;

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- (e) Plan, organize, coordinate, supervise, and evaluate programs, plans, services, staffing, equipment, and infrastructure of assigned department(s);
- (f) Evaluate department'(s) needs and formulate short and long range plans and expenditures, for example City Capital Improvement Program (CIP);
- (g) Complete or assign the completion of weekly, monthly, and end of year reporting to City, local, State and Federal agencies;
- (h) Act as liaison and/or consultant between City Departments and State and Federal agencies; and
- (i) Assume and carry out other duties assigned by the City Manager.

**ARTICLE 4. - ANNUAL EVALUATION.**

At least once annually, the City Manager shall conduct a performance evaluation of the Director of Environmental Services.