



Niko Gibbs

Environmental Services Administrator

☎ (760) 555-2846 ✉ niko.gibbs@example.com

🌐 linkedin.com/example/nikogibbs 📍 Palm Desert, CA 92211

STRENGTHS

- 🔗 **Regulatory Coordination**
Agency reviews became easier to organize because technical findings were translated into clear compliance responses.
- 👥 **Program Leadership**
Technical teams received clear priorities and practical support, helping environmental work move forward with confidence.
- 📅 **Budget Stewardship**
Resource decisions stayed connected to program needs, contract commitments, and dependable water service operations.
- 💬 **Stakeholder Communication**
Agency and community conversations gained useful context through clear reporting and grounded environmental recommendations.
- ⚙️ **Operational Improvement**
Small workflow changes made reporting and policy work more consistent across environmental program activities.

SKILLS

- Water quality
- Environmental compliance
- Regulatory coordination
- Program management
- Budget administration
- Contract management
- Team leadership

SUMMARY

Environmental services administrator with more than 12 years managing **water quality** programs, **environmental compliance** activities, **water resources** initiatives, **operational improvements**, budgets, contracts, and technical reporting. Leads multidisciplinary teams through planning, implementation, evaluation, and service delivery priorities. Coordinates regulatory reviews, permit compliance, environmental standards, and responses for agency matters. Develops practical policies that translate technical requirements into consistent operating practices. Works with contractors, public agencies, community groups, and professional stakeholders to advance water quality objectives and protect resources. Experienced in staff supervision, performance development, resource allocation, program evaluation, strategic planning, and contract oversight. Brings a collaborative approach to safety, accountability, and continuous improvement, helping environmental programs meet regulatory expectations and community needs.

EXPERIENCE

Environmental Programs Manager, Water Quality and Compliance

Desert Basin Water Solutions 📅 March 2018 - Present 📍 Palm Desert, CA

Directs regional water quality and environmental compliance programs, guiding technical teams, budgets, contracts, **regulatory coordination**, reporting, and operational improvement efforts. Represents organizational interests with agencies, contractors, and community stakeholders while supporting reliable water resource operations.

- Directed water quality programs supporting regional water resource operations and **compliance** priorities.
- Coordinated regulatory reviews and prepared agency responses for environmental compliance matters.
- Managed staff **planning** and performance development across multidisciplinary technical teams.
- Oversaw program **budgets, contracts**, and resource allocation decisions supporting operational priorities.
- Developed policies and reporting processes that improved consistency across environmental program delivery.
- Represented organizational interests with **agencies**, contractors, and community stakeholders during program discussions.

Senior Environmental Specialist, Water Resources

Western Aquatic Consulting 📅 January 2013 - February 2018 📍 Riverside, CA

Managed environmental studies and **technical reporting** for water quality and resource protection programs. Supported permit compliance, contractor coordination, regulatory analysis, **program evaluation**, and process improvement for public agency and environmental initiatives.

- Managed **water quality** studies supporting resource protection decisions and regulatory planning.
- Prepared technical reports evaluating environmental requirements, operational risks, and **compliance** needs.
- Supported permit compliance reviews involving **water quality standards** and **environmental regulations**.
- Coordinated contractor deliverables and reviewed technical documentation for completeness and accuracy.
- Analyzed program performance and recommended process improvements for environmental service delivery.
- Collaborated with public agencies on environmental initiatives and resource protection priorities.

PROJECTS

Regional Water Quality Compliance Program 📅 2024

Technical reporting

Water resources

Permit compliance

Program evaluation

Staff supervision

Strategic planning Safety practices

Community engagement

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Environmental Programs Manager, Water Quality and Compliance at Desert Basin Water Solutions (8.5 Years)
- Senior Environmental Specialist, Water Resources at Western Aquatic Consulting (5.1 Years)

Connected regulatory requirements with practical operating needs through coordinated reviews, technical reporting, staff planning, and stakeholder communication. Program work supported consistent compliance decisions across regional water resource operations.

Environmental Operations Improvement Initiative 📅 2021

Partnered with technical teams and contractors to refine policies, reporting workflows, resource allocation, and program evaluation. Shared goals centered on clearer accountability, dependable service delivery, and stronger stakeholder relationships.

LEADERSHIP & AWARDS

- Recognized for leadership in regional water quality program coordination and compliance planning.
- Commended for practical operational improvements that supported environmental service delivery.
- Selected to represent organizational interests with agencies, contractors, and community stakeholders.

EDUCATION

Bachelor of Science in Environmental Science

California State University, Fullerton 🎓 GPA: 0 📅 2012 📍 Fullerton, CA

Coursework: *Water quality, environmental regulations, geology, natural resources management*

CERTIFICATIONS

- Water Quality Management Certificate 📅 2019
- California Driver's License 📅 2019

TECHNICAL SKILLS

- **Water Quality Standards:** Water quality management, water quality standards, resource protection
- **Environmental Regulations:** Environmental regulations, regulatory compliance, environmental requirements
- **Permits and Compliance:** Permit compliance, compliance reviews, agency responses
- **Program Management:** Program planning, program implementation, program evaluation
- **Budget Administration:** Budget planning, resource allocation, financial tracking
- **Contract Management:** Contract oversight, contractor coordination, deliverable review
- **Technical Reporting:** Technical reports, regulatory reports, compliance documentation
- **Water Resources:** Water resources management, water resource operations, watershed protection
- **Staff Supervision:** Staff planning, performance development, team supervision
- **Stakeholder Relations:** Public agencies, community groups, professional stakeholders

PROFESSIONAL AFFILIATIONS

- Professional stakeholder collaboration across public agencies and community groups.
- Environmental program coordination with contractors, technical teams, and regulatory partners.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST