



## **Environmental Program Manager 3**

**Category:** Exempt  
**Pay Grade:** E25  
**Job Code:** 02486

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

This is professional work providing for development, leadership, and management of programs and operations of county-wide initiatives affecting both public and private sectors of Pinellas County. An employee in this classification serves as program manager coordinating and developing environmental programs and monitoring their effectiveness within the specific area of concentration. Duties include developing and evaluating programs; coordinating permitting, compliance and enforcement activities as applicable; and managing grants and other types of revenue acquisition. This employee directs program administration, develops and maintains interagency and community partnerships, advisory boards, supervises staff and volunteers, and interacts with the public and other organizations. This employee exercises a great deal of independent judgment in a variety of work situations. Work is performed under the direction of a Manager, Senior Manager, or Division Director and is reviewed through conferences and oral and written reports.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Manages, plans, reviews, and inspects work of subordinate staff engaged in land use management, stormwater/mitigation, air, water, or ground water quality monitoring, coastal management, mosquito control, lake and vegetation management, and regulatory enforcement activities;
- Identifies, prioritizes, and implements habitat restoration, oversees contract work and invoice approvals, and applies for grants when possible to offset costs;
- Writes and oversees prescription burns and monitors conditions and directs response to wildfires;
- Reviews and analyzes new and renewal permit applications, prepares written comments on regulatory compliance, and submits to proper agencies;
- Oversees the work of subordinate staff in inspecting permitted and potential priority pollution source operations, preparation of enforcement actions and notices on inspections, and re-inspection activities to ensure regulatory compliance;
- Acts in a liaison capacity with other County Departments and state and federal agencies and may appear as an expert witness in court cases;
- Administers the enforcement of established air or water quality regulations and reviews compliance test results and reports submitted by permittees and test consultants;
- Leads staff and teams that investigate and resolve various environmental problems and complaints and reviews and approves follow-up reports and correspondence;
- Compiles and prepares inventory reports on source emissions, prepares reports on special projects, and submits reports to appropriate agencies;
- Conducts and coordinates specialized environmental studies and environmental assessments;
- Participates in the operation of a computerized information system and performs related duties which include use of systems operating and statistical programs, systems maintenance, software programming, and/or re-programming functions;
- Develops program budgets and standard operating procedures and tracks inventory and property control;

- Coordinates with Health Department personnel on disease monitoring, screening, and public education and notification for mosquito-borne diseases;
- Ensures technical and regulatory monitoring reports are complete and accurate and submitted to the appropriate regulatory agency in a timely manner;
- Prepares reports and correspondence of an environmental nature;
- Prepares and evaluates legislative reviews and policy analyses;
- Ensures quality control and integrity of data gathered or generated complies with federal regulations and policies;
- Prepares and presents programs to professional, business, civic, governmental, and educational groups, committees and associations;
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Four-year college or university degree with major course work in physical, natural, or biological science, environmental engineering, or related field, and six (6) years of progressively more responsible professional level experience; or advanced degrees in a related field may be substituted for up to two (2) years of required work experience; and two (2) years of supervisory experience in the assigned field of environmental management; or an equivalent combination of education, training, and/or experience.

### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

### **Knowledge, Skills and Abilities:**

- Knowledge of the principles, practices, and methods of environmental management including advanced knowledge in specialized area of assignment;
- Knowledge of national, state, and local environmentally related laws, ordinances, codes, and regulations;
- Knowledge of air or water pollution control procedures, source operations, and sampling principles, practices, and equipment;
- Knowledge of the principles and practices of civil and environmental engineering;
- Knowledge of budget planning and accounting methods;
- Knowledge of biology, chemistry, physics, math, statistics, and natural sciences;
- Knowledge of scientific research and writing techniques including the use of automated systems for statistical analysis of research data;
- Knowledge of OSHA regulations and recognized safety procedures and practices for field work;
- Knowledge of the Criminal Justice System and applicability to the local ordinance violation court system;
- Skill in study design, field data collection, statistical analysis, and database management;
- Skill in budget planning and management methods;
- Skill in public speaking and public relations, and ability to communicate effectively, orally and in writing, with a variety of audiences;
- Ability to make engineering and related mathematical computations and properly enforce environmental ordinances firmly, tactfully, and impartially;
- Ability to actively manage day to day operations, programs, and communications with public and private organizations;
- Ability to supervise subordinate staff, participate in complex studies, analyze information, and formulate recommendations based upon findings;
- Ability to plan, supervise, and execute a complex environmental management program related to the specialized area of assignment;
- Ability to plan, supervise, and evaluate the work of professional and support personnel; establish and maintain effective working relationships with county, state and federal officials, contractors, staff, volunteers, and the general public;

- Ability to testify in court as an expert witness;
- Ability to use small office equipment, computers, and highly technical computer applications.

### **PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** Sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is performed in an environment where errors can lead to significant physical or mental consequences for self or others.