



## **Environmental Program Manager 2**

**Category:** Classified/Excluded  
**Pay Grade:** C30  
**Job Code:** 02490

*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 advanced professional level environmental work which may involve supervisory responsibility in the management of a major environmental program. Work involves planning, organizing, assigning and managing a staff engaged in a variety of specialized environmental management activities related to urban codes, nuisance abatement, and the protection of the County's natural resources. Employees in this position provides sound stewardship and management of the natural and cultural resources for roughly half of the over 20,000 acres of Pinellas County Parks & Conservation Resources (PCR) preserves, parks and management areas. Employees in this class work at a high-performance level with minimum supervision and exercise a high degree of independent judgment in resolving problems. Work includes managing professional employees engaged in specialized scientific studies and regulatory compliance monitoring for land use management, stormwater/mitigation, water pollution control and air quality management including planning and analysis for mobile source control, stationary source control and monitoring activities. Work involves program planning for mosquito control and lake and vegetation management. Work also involves the enforcement of national, state and local environmental laws, ordinances, codes and regulations. Work entails the application of professional environmental management skills and knowledge of complex pollution control and environmental engineering projects.

### **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, mosquitocontrol, and lake and vegetation management, and regulatory enforcement activities;
- Reviews and analyzes new and renewal permit applications, prepares written comments on regulatory compliance and submits to proper agencies;
- Inspects permitted and potential priority pollution source operations, prepares enforcementactions and notices on inspections, and performs re-inspection 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 courtcases;
- Administers the enforcement of established air or water quality regulations and reviews compliance test results and reports submitted by permittees and test consultants;
- Investigates and resolves various environmental problems and complaints and prepares follow-up reports and correspondence;
- Responsible for making sure equipment such as boats, trucks and brush trucks, and slide on brush unit are in good operating condition;

- Leads and coordinates volunteers assisting in various land management activities such as exotic vegetation management, trash clean ups, wildlife and vegetation surveys;
- Identifies, prioritizes, and implements habitat restoration. Oversee contract work and invoice approval, applies for grants when possible to help offset costs;
- 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. Participates in the operation of a computerize 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, 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 biological and chemical 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 is in compliance with Federal regulations and policies;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience**

Four (4) years of college or university studies with major course work in physical, natural, or biological science, environmental engineering, or related field and five (5) years of progressively more responsible professional level experience; (Note: An advanced degrees in a related field may be substituted for up to two (2) years of required work experience.); 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.
- Two (2) years of supervisory experience in the assigned field of environmental management.
- 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 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 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.
- Ability to make engineering and related mathematical computations and properly enforce environmental ordinances firmly, tactfully and impartially.

- 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 establish and maintain effective working relationships with fellow workers, outside agencies, and the general public.
- Ability to testify in court as an expert witness.

### **PHYSICAL/MENTAL DEMANDS**

This work 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.