



Environmental Division Manager

Category: Exempt
Pay Grade: E28
Job Code: 02522

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

Performs advanced administrative and professional work in the management of a major environmental program; plans, organizes, assigns, and supervises 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; supervises professional employees engaged in specialized scientific studies, violation investigations, and regulatory compliance monitoring for land use management, water pollution control and air quality management, including planning and analysis for mobile and stationary source control, mosquito control and lake and vegetation management, and monitoring activities; enforces national, state, and local environmental laws, ordinances, codes, and regulations, knowledge of complex pollution control and environmental engineering projects, and entails application of professional environmental management skills.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Supervises, plans, reviews, and oversees the work of a staff of subordinate Environmental Inspectors and gives assistance and advice on difficult and unusual problems;
- Responds to complaints of violations of County environmental codes and ordinances and reviews subsequent inspections on complaints;
- Assures that all environmental codes are enforced and for the interpretation of the ordinances;
- Develops program budgets, standard operating procedures, and tracks inventory and property control;
- Coordinates activities with Health Department on disease monitoring, screening, public education, and notification for mosquito-borne diseases;
- Oversees the fine citation process, the implementation of fines to final disposition and for assuring that all procedures are done correctly;
- Ensures the timely completion of Public Service Requests;
- Provides technical advice to the other divisions regarding citations, ordinances, procedures, and interpretations;
- Consults with property owners, general public, governmental, and municipal bodies on interpretation and application of codes and ordinances;
- Liaisons with other County departments and state and federal agencies on mutual problems and may appear as an expert witness in court cases;
- Administers enforcement policy of established air or water quality regulations, and reviews compliance test results and reports;
- Monitors investigations and resolves various environmental issues and complaints;
- Directs, conducts, and coordinates specialized environmental studies and prepares environmental reports and correspondence;
- Prepares and submits quarterly reports and is responsible for inventory control and budgetary projections of the division;
- Recommends the hiring, promoting, and disciplining of division personnel, and responsible for performance evaluations;

- Handles all financial, grant, budget, contracts, and agreements;
- Authorizes and coordinates Site Use Permits and ensures compliance with Water Use Permits;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Eight (8) years of professional experience in preserves field and program management operations/activities that include two (2) years of supervisor and manager experience; or an Associate's degree with major coursework in physical, natural, or biological science, environmental engineering or a related and six (6) years of experience as described above; or a Bachelor's degree and four (4) years of experience as described above; 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 principles and procedures of sound public environmental management programs, and Pinellas County Environmental Codes and Ordinances;
- Knowledge of the methods and techniques relevant to application of federal, state, and local environmental laws, ordinances, and policies;
- Knowledge of principles and practices of professional management, personnel administration, program development, and goal setting, to direct an effective environmental management program;
- Skill in acting independently to achieve and execute the goals of the environmental codes and enforcement;
- Skill in public speaking and ability to make effective presentations to a variety of audiences;
- Ability to apply computer applications and software;
- Ability to effectively communicate orally and in writing and to prepare comprehensive technical reports;
- Ability to enforce environmental ordinances firmly, tactfully, and impartially;
- Ability to supervise records management;
- Ability to establish and maintain effective working relationships with fellow employees, County, municipal, and state agencies, and the general public;
- Ability to plan, assign, supervise, and review the work of a staff engaged in environmental codes and inspection in a manner conducive to full performance and high morale;
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information in reports, etc.

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:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- 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.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.