



Environmental Program Manager 1

Category: Classified/Excluded
Pay Grade: C28
Job Code: 10176

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 administered by the Development Reviews Services Department (DRS). 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 Pinellas County's natural resources. An incumbent in this classification works at a high performance level with minimum supervision and exercises a high degree of independent judgment in resolving problems. Work includes managing and supervision of professional employees engaged in specialized scientific studies and regulatory compliance monitoring land use management issues, stormwater/mitigation, and water pollution control. Work involves program planning for 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, knowledge of complex pollution controls, and environmental engineering projects. The incumbent reports to a senior management official, department director or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Manages, plans, reviews and inspects work of subordinate staff engaged in land use management, stormwater/mitigation, water or ground water quality monitoring, 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 site plan permitted locations, prepares enforcement actions 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 court cases;
- Investigates and resolves various environmental problems and complaints and prepares follow-up reports and correspondence;
- Prepares reports on special projects and submits reports to appropriate agencies;
- Conducts and coordinates specialized environmental studies;
- Participates in the operation of a computerized information system and performs related duties which include use of systems operating and statistical programs;
- Develops program budgets, standard operating procedures and tracks inventory and property control;
- 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:

Bachelor's degree 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 that includes supervision or supervisor training; or An advanced degree 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.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.
- Two (2) years of supervisory experience in the assigned field of environmental management.

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 the principles and practices of civil and environmental engineering;
- Knowledge of biology, chemistry, physics, math, statistics and natural sciences;
- 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 apply computer applications and software;
- 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 public;
- Ability to testify in court as an expert witness.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. 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.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **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.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.

- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- 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.
- Visual Acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.