

# DEVELOPMENT REVIEW ENVIRONMENTAL MANAGER

Job Code	Pay Grade
10250	SM6

## **Nature of Work**

This is responsible administrative and professional work with supervisory responsibility of an environmental program involving land development and permitting. An employee in this class plans, organizes, assigns and supervises a staff of professional employees engaged in the review of site plans, surface water permits and related documentation and conducting field reviews to ensure compliance with county codes, ordinances and state regulations. At this level, employees exercise a high degree of independence and decision making responsibility in resolving problems and making final determinations on complex environmental issues. Work entails the development and implementation of section policies and procedures to ensure consistency in the interpretation and application codes, ordinances and regulations.

## **Minimum Qualification Requirements**

- 8 years professional level experience that includes 2 years of supervisory experience in the hiring department unit's principal designated subject matter mission or missions, (e.g., specialized to land, air, water, development, utilities, or others); or
- Associate's degree with major coursework in physical, natural or biological science, environmental engineering or related field and 6 years experience as described above; or
- Bachelor's degree and 4 years professional experience as described above; or
- Master's degree and 2 years professional experience including supervisory experience as described above; or
- An equivalent combination of education, training, and/or experience.

## **Appointing Authority May Also Require**

- 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 relevant to a position.

## **Illustrative Tasks (These are examples and are not all inclusive.)**

- Develops and manages an environmental permitting program involving the review and issuance of permits, compliance monitoring, variances and enforcement of several ordinances.
- Supervises, plans, reviews and inspects work of subordinate staff engaged in land use management activities.
- Develops and implements section policies and procedures and provides interpretations to ensure consistency in the application of rules, ordinances and regulations.
- Reviews and analyzes new and renewal permit applications, prepares written comments on regulatory compliance and submits to proper agencies.
- Arranges and conducts pre-application meetings with contractors, developers, engineers and the general public; provides information, rule interpretation and assistance to ensure compliance with regulations.
- Reviews requests for variances and applies professional environmental regulation standards to unique situations in approving or denying same.
- 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.
- Conducts and coordinates specialized environmental studies.
- Supervises and 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.

# DEVELOPMENT REVIEW ENVIRONMENTAL MANAGER (continued)

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## Illustrative Tasks (continued)

- Develops and monitors program budgets, standard operating procedures and tracks inventory and property control.
- Performs related work as assigned or required.

## 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 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.
- 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.

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Revised	EEOC Code	Overtime Code
8/09	Officials & Managers	Exempt