



## **Development Review Environmental Manager**

**Category:** Exempt  
**Pay Grade:** E24  
**Job Code:** 10250

*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 responsible administrative and professional work with supervisory responsibility of an environmental program involving land development and permitting; 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; develops and implements section policies and procedures to ensure consistency in the interpretation and application codes, ordinances, and regulations.

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

- Develops and manages an environmental permitting program involving the review and issuance of permits, compliance monitoring, variances, policies, 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 and 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;
- Develops and monitors program budgets and standard operating procedures and tracks inventory and property control;
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Eight (8) years of professional level experience that includes two (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 an Associate's degree with major coursework in physical, natural, or biological science, environmental engineering, or related field and six (6) years of experience as described above; or a Bachelor's degree and four (4) years of professional experience as described above; or a Master's degree and two (2) years of professional experience including supervisory 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 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.

## **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:

- 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.
- 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 a relatively safe, secure, and stable work environment.