

MANAGER, WATERSHED MANAGEMENT

Job Code	Pay Grade
16366	SM4a

Nature of Work

This is advanced administrative and professional work in the management of a major environmental program. Work involves planning, organizing, assigning and supervising a staff engaged in a variety of specialized environmental activities related to watershed plan development and implementation, stormwater management, Total Maximum Daily Load implementation, ecological services, and the protection of Pinellas County's natural resources. Employees in this class work at a high performance level with minimum supervision, and exercise a high degree of independent judgment in resolving environmental issues. Work includes supervising professional employees engaged in specialized studies, analysis, and plan development, drainage investigations, stormwater improvements, regulatory compliance for water quality issues, management of mitigation facilities, and work also involves knowledge of complex pollution control and environmental engineering projects and entails application of professional environmental management skills. Primary emphasis is upon the administration of all technical aspects of the program activities. Work is performed with a high degree of independent judgment and latitude in the use of technical discretion and judgment.

Minimum Qualification Requirements

- 8 years professional experience in watershed, stormwater or other environmental program management operations/activities that include 2 years of supervisor and manager experience; or
- Associate's degree with major coursework in physical, natural or biological science, environmental engineering, or a related and 6 years experience as described above; or
- Bachelor's degree and 4 years 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.)

- Supervises, plans, reviews and oversees the work of staff and gives assistance and advice on difficult and unusual problems.
- Responds to complaints of stormwater and water quality management issues and reviews subsequent inspections on complaints.
- Analyzes and develops program budgets and standard operating procedures, Supports operational units in prioritizing and developing operational work plans.
- Responsible for the timely completion of Public Service Requests.
- Provides technical advice and review to other county departments.
- Consults with property owners, general public, governmental and municipal bodies on stormwater and water quality projects and programs. Liaison with other county departments and state and federal agencies on mutual problems; may appear as an expert witness in court cases.
- Monitors investigations and resolves various environmental issues and complaints.
- Directs, conducts and coordinates specialized environmental studies, operational plans, and prepares environmental reports and correspondence.
- Prepares and submits quarterly reports and is responsible for budget control and budgetary projections of the unit.
- Recommends the hiring, promoting and disciplining of unit personnel, and responsible for performance evaluations.
- Performs related work as assigned or required.

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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.
- Knowledge of principles and practices of stormwater best management practices for operations and maintenance activities.
- Skill to act independently to achieve and execute the goals of the county's surface water management program.
- 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 apply county codes 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 studies, projects and programs 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.

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Created	EEO Code	Overtime Code
12/13	Officials & Managers	Exempt