



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 work supervising professionals and technicians in environmental programs which includes monitoring and regulating air, water, coastal, environmental land resources, hazardous/toxic materials, or land use management. Work involves planning, organizing, assigning, and managing staff engaged in a variety of specialized environmental management activities within a small functional unit and program. 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. Distinctions between class levels in the Environmental Program Manager series are based on the size, scope and impact of the organizational unit managed within the agency, the nature and number of functions managed, the level of supervision exercised, the nature of positions supervised, the direct budgetary responsibility and the complexity and scope of assigned job duties and responsibilities. The incumbent reports to a senior management official, division director or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Oversees activities, resources and operations in an environmental program including monitoring and regulating air, water, coastal, environmental land resources, toxics or land use management;
- Trains, assigns, schedules and reviews the work of subordinate staff;
- Evaluates subordinate employees' performance and counsels the employee as required;
- Investigates, conducts inspections., prepares follow-up reports on enforcement actions and notices on inspections, and performs re-inspections to ensure regulatory compliance;
- Reviews and analyzes new and renewal permit applications, prepares written comments on regulatory compliance and submits to proper agencies;
- Reviews and interprets compliance test results and reports and administers the enforcement of established environmental regulations;
- Acts in a liaison capacity with other county departments and state and federal agencies and may appear as an expert witness in court cases;
- Conducts and coordinates specialized environmental studies, prepares reports and submits to appropriate agencies;
- Oversees contract work and reviews invoices, applies for grants when possible to help offset costs;
- Ensures quality control and integrity of data gathered or generated complies with applicable regulations and policies;
- Assists in the development of program budgets, standard operating procedures and tracks inventory and property control;
- Assists in the preparation and evaluation of legislative reviews and policy analyses;
- 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.
- One (1) year 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 scientific research and writing techniques including the use of automated systems for statistical analysis of research data;
- 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 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 oversee environmental management programs 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 requires a light level of strength 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.