

ENVIRONMENTAL PROGRAM MANAGER

Job Code	Pay Grade
02490	CL20

Nature of Work

This is advanced professional level environmental work which may involve supervisory responsibility in the management of a major environmental program. 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 the 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 problems. Work includes managing professional employees engaged in specialized scientific studies and regulatory compliance monitoring for land use management, stormwater/mitigation, water pollution control and air quality management including planning and analysis for mobile source control, stationary source control and monitoring activities. Work involves program planning for mosquito control and 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 and knowledge of complex pollution control and environmental engineering projects.

Minimum Qualification Requirements

- 4 year college or university with major course work in physical, natural or biological science, environmental engineering or related field, and 5 years of progressively more responsible professional level experience; or
- Advanced degrees in a related field may be substituted for up to 2 years of required work experience.
- 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.
- 2 years of supervisory experience in the assigned field of environmental management.

Illustrative Tasks (These are examples and are not inclusive).

- Manages, plans, reviews and inspects work of subordinate staff engaged in land use management, stormwater/mitigation, air, water or ground water quality monitoring, mosquito control, 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 permitted and potential priority pollution source operations, 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.
- Administers the enforcement of established air or water quality regulations and reviews compliance test results and reports submitted by permittees and test consultants.
- Investigates and resolves various environmental problems and complaints and prepares follow-up reports and correspondence.
- Compiles and prepares inventory reports on source emissions, prepares reports on special projects and submits reports to appropriate agencies.
- Conducts and coordinates specialized environmental studies.

ENVIRONMENTAL PROGRAM MANAGER (continued)

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Illustrative Tasks (continued)

- 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 program budgets, standard operating procedures and tracks inventory and property control.
- Coordinates with Health Department personnel on disease monitoring, screening, and public education and notification for mosquito-borne diseases.
- 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 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 regulations.
- Knowledge of air or water pollution control procedures, source operations and sampling principles, practices and equipment.
- 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 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 general public.
- Ability to testify in court as an expert witness.

For official use only

Revised	EEOC Code	Overtime Code
6/07	1	B