Environmental Program Manager 2

Category: Classified/Excluded
Pay Grade: C30
Job Code: 02490

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 overseeing professionals and technicians in environmental programs including monitoring, managing and regulating air, water, coastal, environmental land resources, toxics, mosquito control, or land use management. Work involves planning, organizing, assigning, and managing staff engaged in a variety of specialized environmental management activities within a mid-size functional unit, with multiple levels of professional staff members handling various programs. 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 section manager, division manager, or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)
• Oversees activities, resources and operations in an environmental program including managing, monitoring and regulating air, water, land resources, toxics, or land use management;
• Trains, assigns, schedules and reviews work of subordinate staff;
• Evaluates subordinate employees’ performance and counsels the employee as required;
• Reviews and analyzes new and renewal permit applications and environmental submittals, prepares written comments on regulatory compliance and submits to proper agencies;
• Reviews and interprets compliance test results 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 invoice approvals, applies for and manages program related grants;
• Ensures quality control and integrity of data gathered or generated complies with applicable regulations and policies;
• Develops program budgets, standard operating procedures and tracks expenditures inventory and property control for the assigned work unit;
• Prepares and evaluates 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 six (6) years of progressively more responsible professional level experience including one (1) year of supervisory experience; (Note: 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.
- Two (2) years of supervisory experience in the assigned field of environmental management.
- 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 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.

PHYSICAL/MENTAL DEMANDS
This work 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:
- 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.
- 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.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back
• Reaching: Extending hand(s) and arm(s) in any direction.
• 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.
• 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.
• Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
• 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 an environment where errors can lead to significant physical or mental consequences for self or others.