

ENVIRONMENTAL MANAGEMENT DIRECTOR

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Environmental Management

REPORTS TO: Assistant County Manager

CLASS SUMMARY

Incumbent is responsible for directing and overseeing the operations and activities of the County Environmental Management Department.

DISTINGUISHING CHARACTERISTICS

The Environmental Management Director is a stand-alone classification that is distinguished from other department directors in that it is fully responsible and held accountable for the management of the Environmental Management Department within the County.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Directs operations within the department to include managing resources to ensure adequate personnel and funds necessary for department functioning.
- Prepares reports detailing department activities to secure and monitor funding.
- Develops long-range plans to reduce waste by improving and implementing waste reduction and ash processing programs and overseeing the operations of waste processing facilities.
- Ensures that adequate disposal capacity is available to handle solid waste needs to include determining the life expectancy of landfills.
- Prepares and monitors project budgets to include securing revenue.
- Attends meetings with various officials.
- Coordinates recovery and clean-up efforts after hurricanes and other natural disasters to include addressing and estimating the capacity of the County to handle debris removal.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Supervision principles;
- Leadership principles;
- Safety requirements;
- Engineering principles;
- Management principles;
- Environmental principles;
- Financial principles;
- Landfill and waste management principles;
- Funding guidelines;
- Water and wastewater treatment.

ENVIRONMENTAL MANAGEMENT DIRECTOR

Skill in:

- Using computers and applicable software;
- Managing staff;
- Directing projects;
- Handling numerous projects;
- Creating solutions to complex situations.
- Preparing and monitoring budgets.
- Interpreting and applying laws and regulations;
- Preparing and delivering reports;
- Maintaining effective work relationships;
- Supervising and evaluating staff;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

Bachelor's Degree in Environmental Science, Engineering, or a related field and eight years of progressively responsible environmental management experience, including three years of management level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- Manager of Landfill Operations Certificate;
- Wastewater Treatment Plant Operator's License;
- Water Treatment Facility Operator's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires standing, walking, fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

May be subjected to odors and travel.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E11/99