

ENVIRONMENTAL PROGRAM MANAGER

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: Environmental Management Director

CLASS SUMMARY

Provides oversight and technical assistance to environmental programs supporting departmental operations and supervising staff.

DISTINGUISHING CHARACTERISTICS

The Environmental Program Manager is a stand-alone classification that is distinguished from other classes by its responsibility for environmental programs related to the County landfill system and WASTEC and supervising staff.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluation; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Reviews new and proposed environmental regulations issued by state and federal agencies.
- Processes requests for the disposal of asbestos-containing material at the County landfill.
- Interprets air, solid waste, hazardous waste, and wastewater emissions permit conditions and regulations to ensure understanding and compliance.
- Reviews special waste requests and profiles for acceptance at County landfills and WASTEC to ensure that waste is non-hazardous and that air emissions are at acceptable levels.
- Provides technical assistance to various County agencies and departments, in addition to WASTEC and landfill.
- Coordinates remedial efforts at sites in which the County has an interest to include ensuring that contractors follows protocol and stay within budget limitations.
- Serves on local planning, advisory, and technical committees. Serves as primary contact for regulatory agencies conducting site visits /inspections.
- Oversees the management of construction projects at landfill, wetland and sewer facility sites.
- 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:

- Plant equipment inspection, repair and maintenance;
- Plant procedures;
- Air pollution control equipment operation and maintenance;
- Waste compaction and disposal principles;
- Environmental principles regarding air, water, wastewater and solid waste;
- Supervision principles;
- Management principles;
- Financial principles;
- Power plant operations and maintenance;
- Safety requirements.

Skill in:

- Using computers and software applications;

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- Giving presentations;
- Conducting visual inspections;
- Estimating costs;
- Writing technical materials;
- Interpreting and applying laws and regulations;
- Prioritizing information and work;
- Motivating employees;
- Providing leadership;
- Negotiating with regulatory agencies;
- 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 Sciences or a Life Science field and five years of progressively responsible experience related to regulatory compliance; 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

- Valid North Carolina Driver's License;
- Wastewater Treatment Plant Operator License, Grade I or II;
- Manager of Landfill Operations certificate.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires 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.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E11/99