



CLASS SPECIFICATION FOR:

## Engineering and Environmental Services Division Director

### General Statement of Duties:

Manages the environmental division operations and programs, including staff, to ensure the County's ongoing compliance with all applicable local, state and federal environmental laws; does related work as required.

### Distinguishing Features of Class:

This is a single position job classification. Incumbent is responsible for the development, implementation, oversight and management of environmental programs that ensure the County's ongoing compliance with all applicable local, state and federal environmental laws; appropriate and cost-effective resolution of environmental issues with developers, contractors and other stakeholders; oversight of the County's program and practices of inspecting construction projects, private development projects and other land-disturbing activities to ensure compliance with approved erosion and sedimentation control plans; enforcing and ensuring compliance with the erosion and sediment control ordinance and the flood plain ordinance; enforcing and ensuring compliance with state and federal storm water management requirements. Provides policy direction and technical assistance on environmental issues for County agencies, the County Board, residents, developers, contractors and other stakeholders involved in land-disturbing activities. Requires the ability to manage projects of varying size, scope and complexity, negotiate solutions to issues that arise where the parties involved may have significantly different interests, manage professionals, and manage a multi-faceted budget. Work is performed under the general supervision of the Assistant Director of Public Works.

### Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Manages the environmental division and administers environmental programs to ensure the County's ongoing compliance with all applicable local, state and federal environmental laws;
- Develops, implements, oversees and manages environmental programs that ensure the County's ongoing compliance with all applicable local, state and federal environmental laws;
- Interprets and implements compliance efforts for a wide variety of federal and state environmental laws and regulations;
- Oversees and coordinates the work of a diverse group of professional and paraprofessional engineering and environmental staff;
- Facilitates and coordinates activities of cross-agency County environmental efforts pertaining to storm water management, erosion and sediment control, environmental management systems, etc.;
- Provides policy direction and technical assistance on environmental issues for County agencies, the County Board, residents, developers, contractors and other stakeholders involved in land-disturbing activities;
- Engages in a wide variety of interactions and meetings with the public, regulatory agencies, developers, contractors, engineers and other stakeholders regarding environmental concerns and land use/land disturbing activities;
- Identifies and negotiates appropriate and cost-effective resolutions of complex environmental issues with developers, contractors and other stakeholders;
- Maintains current knowledge of best practices and guidelines;
- Attends all scheduled meetings and required training and maintains all required certifications;
- Serves on various committees and serves as liaison between the community and the County as assigned;
- Leads or handles special projects as assigned from conception to completion;
- Develops budget projections for approval and manages Division operations within approved budget;
- Performs other duties as assigned.

### Required Knowledge, Skills and Abilities:

Extensive technical knowledge of federal, state and local environmental laws and regulations as well as sustainability concepts and practices; extensive knowledge of erosion-control principles and practices, as applied to the construction of road and other projects; extensive knowledge of storm water management principles and practices, as applied to the construction of road and other projects; knowledge of construction methods and techniques; familiarity with watershed management, wetlands, flood plans, underground storage tanks and other environmental issues relevant to land development, use and management within the County; knowledge of common methods and equipment used in



CLASS SPECIFICATION FOR:

## Engineering and Environmental Services Division Director

### Required Knowledge, Skills and Abilities continued:

engineering construction and of inspection methods used in reviewing such work; ability to review construction documents, designs and proposals for costs, design requirements and compatibility (compliance) with County standards, guides and applicable state and federal requirements; ability to multitask and effectively manage competing priorities and make sound decisions; sound judgment with critical thinking and problem solving skills with the ability to cost effectively and appropriately resolve complex issues and ensure ongoing compliance with applicable local, state and federal laws; ability to accurately and consistently interpret and apply complex laws, regulations and policies; ability to lead, manage and partner effectively; excellent negotiation skills; knowledge of the principles and practices of contract procurement and management; strong oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing to diverse audiences of stakeholders including but not limited to County Officials, County employees at all levels, engineers, developers, contractors, landowners, regulatory agencies' personnel, and citizens; ability to research, collect and maintain data, consider and weigh a variety of factors in making decisions or recommendations; ability to synthesize multiple types of complex data and produce easily understood reports and other materials; good supervisory skills including the ability to effectively manage workloads and projects and to foster and maintain high morale and engagement; accounting or other financial skills with sufficient ability to develop budget projections and manage expenditures in accordance with County Finance policies and manage Division's related costs effectively within an approved budget; good knowledge of personal computers and /or automated systems with the ability to enter, maintain, retrieve, analyze and report technical data clearly and concisely and to use common office software and department specific software and systems to accurately compile and maintain Division specific data and provide detailed reports; physical condition that permits activities including but not limited to walking long distances, climbing, bending, driving and working under adverse temperatures and/or weather conditions as needed to perform assigned duties and access diverse environmental locations Countywide; personal accountability including teamwork and establishing and maintaining positive relationships with a diverse community of internal and external stakeholders, customers and colleagues; ability to work independently; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County at the local, state and federal levels. Requires ability to work a flexible schedule with the ability to travel as assigned.

### Minimum Education and Experience:

- Education: Four (4) year degree in relevant engineering field from a college or university accredited by the Accreditation Board of Engineering and Technologies;
- Experience: Five (5) years of professional-level environmental management experience at a local, state or federal level, including program management experience, compliance and mitigation, and resolving environmental issues with various stakeholders including developers, engineers, contractors and regulatory agencies; including two years supervisory experience;

### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license;
- Professional Engineer license;
- Erosion and Sediment Control Certification (DCR).