



Assistant Environmental Management Director Environmental Management

EM/2-437

JOB SUMMARY

This position assists in overseeing and managing the county's Environmental Management, Stormwater Special Purpose Local Option Sales Tax SPLOST), Solid Waste, and Streetlight program functions.

MAJOR DUTIES

1. Ensures county compliance with all federal, state, and local environmental laws, regulations, policies, and procedures; administers the Stormwater Management Program including all permit compliance and reporting.
2. Supervises, directs, and evaluates assigned staff; assigns work; counsels and disciplines personnel; reviews and conducts employee appraisals; maintains staff training consistent with emerging technologies and professional licenses.
3. Supervises and coordinates all activities associated with stormwater SPLOST capital improvement projects; studies and reviews capital improvement project plans and specifications to provide problem solving and value engineering services to maximize efficiency and cost savings.
4. Reviews a variety of engineering and land development documents including consultant's design plans and reports, site development plans, preliminary and final subdivision plats; ensures accuracy and completeness of information; applies appropriate ordinances, engineering standards specifications, regulations, and engineering principles; approves documents which comply with applicable requirements.
5. Runs complex hydrologic and hydraulic models, computer aided design and drafting (CADD) and GIS computer software, global positioning system (GPS) data collectors, and basic surveying equipment; performs stormwater related design calculations; identifies, prioritizes, and manages stormwater infrastructure capital improvement projects; performs project management duties; helps identify cost-efficiency improvements.
6. Manages the Environmental Management day-to-day operations; implements the various regulations and policies, including development regulations and subdivision regulations; identifies current and long-term watershed management needs.
7. Assists in the development of multiple department budgets; monitors expenditures; initiates changes in work priorities to ensure project completion within budgetary constraints; aids in preparing professional services requests for proposals; represents the department in the bid process as needed.
8. Leads GIS/Asset Management functions; determines appropriate GIS/Asset Management functions; provides expertise to staff and developers regarding GIS information; prepare GIS/Asset Management or spatial data related back-up material for meetings; supports the production of engineering studies, maps, reports, and related documents.
9. Assists in special project implementation and investigations at the request of County Administrator; prepares meeting/educational materials, GIS updates/maps, and website design.
10. Coordinates with county, state, regional, and federal entities to secure funding grants for stormwater improvement projects.
11. Meets with developers, contractors, and engineers to resolve problems and answer questions concerning compliance with county regulations and general engineering principles and provides technical knowledge on complex problems.
12. Investigates and resolves customer service requests which require technical evaluations to be resolved; provides technical assistance to other departments on complicated engineering issues and federal and state environmental rules and regulations.
13. Attends and provides presentations, information, and/or recommendations to various committees and boards, civic groups, and homeowners' associations.
14. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Assistant Environmental Management Director, Environmental Management

1. Knowledge of current federal, state, and local environmental laws, administrative rules, standards, guidelines, and ordinances.
2. Knowledge of public administration theories, principles, and practices.
3. Knowledge of management and supervisory principles and practices.
4. Knowledge of Geographic Information Systems.
5. Knowledge of government accounting, purchasing, and budgeting policies and procedures.
6. Skill in project management, including budgeting, prioritization, technical coordination, and short- and long-range planning.
7. Skill in researching and evaluating emerging technologies.
8. Skill in interpreting complex information and conveying that information in an accurate, complete, concise, and understandable manner.
9. Skill in enforcing policies and procedures.
10. Skill in reading, analyzing, and interpreting technical reports.
11. Skill in reading and interpreting engineering documents and reports.
12. Skill in public and interpersonal relations.
13. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Environmental Management Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include federal, state, regional, and local laws, codes and polices related to environmental protection, transportation, safety, building, and development and technical manuals and policy papers issued by professional organizations and federal agencies. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, and supervisory duties. The necessity of interpreting complex rules and regulations and of explaining those rules to the general public contributes to the complexity of the position.
- The purpose of this position is to assist directing the county's Environmental Management Stormwater SPLOST, Solid Waste, and Streetlight program functions. Success in this position ensures compliance with federal, state, and local regulations and the protection of natural resources.

CONTACTS

- Contacts are typically with other county personnel, engineers, surveyors, architects, contractors, developers, elected and appointed officials, environmentalists, civic organizations, planners, realtors, vendors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate or influence persons, or to communicate complex information in a simplified manner.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- This work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or walking outdoors. This position requires moderate to high strength, dexterity and endurance. Typical activities include traversing undeveloped land through undergrowth, inspecting stormwater infrastructure (pipes, manholes, bridges, detention ponds, etc.). The work occasionally requires lifting, carrying and setting weights up to 80 pounds such as removing and replacing manhole lids.
- The work is typically performed in an office or outdoors working across the range of year-round temperatures that may expose the employee to inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Environmental Permits Engineer (1), Project Manager (1), Environmental Technician (1), and Project Analyst (1).

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Must obtain Georgia Soil and Water Conservation Commission Level II Qualified Plan Reviewer, Georgia Soil and Water Conservation Commission Trainer I for Subcontractor Awareness Level 1a and 1b certification. Must obtain certification as a Floodplain Manager through the American Floodplain Managers Association.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of Bachelor of Science in civil engineering, environmental engineering, environmental science, or similar field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Hydrology and hydraulics and construction experience is required.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.