



Environmental Management Specialist Environmental Management

EM/4-424

JOB SUMMARY

This position performs specialized duties in support of a variety of Environmental Management, Solid Waste and Street Light program functions

MAJOR DUTIES

1. Provides administrative and technical support for the Director and Assistant Director.
2. Formulates and drafts annual budgets.
3. Manages the street light program; makes fee and ordinance revision recommendations; calculates annual assessments; coordinates billing with Tax Assessor; schedules activation and repairs with local utility companies.
4. Oversees daily financial transactions and forecasting; reconciles and audits financial records for four departments, including bi-monthly purchasing card statements.
5. Provides technical assistance and information to the general public, professionals, elected and appointed officials, and other county staff regarding complex development and plan-related information; coaches and assists staff in providing information; oversees customer service requests.
6. Oversees building permit applications; ensures compliance with ordinance requirements; reviews foundation surveys for new home construction for compliance with buffers and setbacks; Coordinates subdivision construction plan review with other departments; schedules preconstruction meetings and prepares agendas; issues land disturbance permits.
7. Prepares and submits reports to the Georgia Soil and Water Conservation Commission; disseminates information to participating municipalities; assists in the preparation of annual National Pollutant Discharge Elimination system permit; assists in the preparation of annual Community Rating System recertification.
8. Responds to requests for information; maintains files and records; maintains Standard Operating Procedures Manual, Continuity of Operations Plan, and website.
9. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of modern office practices and procedures.
2. Knowledge of computers and job-related software programs.
3. Knowledge of budget development and management principles and practices.
4. Knowledge of generally accepted accounting principles.
5. Knowledge of records retention schedules.
6. Knowledge of coaching and leadership principles.
7. Skill in oral and written communication.
8. Skill in planning and meeting deadlines.
9. Skill in the provision of customer services.
10. Skill in researching information and preparing reports.

SUPERVISORY CONTROLS

The Environmental Management Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include county development regulations, National Pollutant and Discharge Elimination System permit requirements, the county stormwater ordinance, county purchasing policies, Community Rating System requirements, the streetlight ordinances, Georgia Soil and Water Conservation Commission requirements, Georgia Archives local records retention schedules, and the county timber harvest ordinance. These guidelines

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require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied specialized duties. Frequent interruptions and strict regulation implementation contributes to the complexity of the position.
- The purpose of this position is to provide specialized support for a variety of department operations. Success in this position contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with other county personnel, engineers, surveyors, architects, contractors, developers, elected and appointed officials, environmentalists, civic organizations, planners, realtors, vendors, property owners, representatives of state agencies, 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 stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Environmental Programs Technician (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.

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 baccalaureate degree in a course of study related to the position.

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- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for three to five years. Accounting, finance, business and public administration or equivalent experience is required.
- Strong competency in using Microsoft Office or equivalent software, plus working knowledge of GIS software.
- 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.