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FLSA: EXEMPT
Bargaining Unit: UD
JCN: 1236

County of El Dorado

PA# 6/DEM.1-2
June 1990
Revised: May 2002
Revised: October 2011
Revised: February 2017

DIRECTOR OF ENVIRONMENTAL MANAGEMENT

DEFINITION

Under ~~general policy~~ administrative direction, plans, organizes ~~and directs the~~, and provides general direction and oversight for all functions and activities and programs of the County's Environmental Management Department, including environmental health, hazardous materials, solid ~~waste management~~ and liquid waste, landfill, wastewater treatment operations, and vector control programs; coordinates assigned activities and fosters cooperative working relationships among County departments, officials, outside agencies, the public, and private groups; provides expert professional assistance to County management staff in areas of responsibility; and performs related duties as assigned.

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Chief Administrative Officer and/or the Board of Supervisors. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This ~~class has~~ is an at-will department ~~level~~ head position appointed by the Board of Supervisors and, pursuant to County Charter, is evaluated by the Chief Administrative Officer for submittal to the Board of Supervisors. Under a delegation of authority from the Board of Supervisors, this class has the overall responsibility for ~~overall policy development, program planning, fiscal management, administration and operation~~ coordination and direction of the Environmental Management Department. The incumbent is responsible for implementing policy; developing ~~and accomplishing departmental~~ goals and objectives, ~~in addition to furthering County policy goals and objectives as determined by the Board of Supervisors and Chief Administrative Officer.~~; administering the department's budget; and supervising professional, technical, and administrative staff. The incumbent serves as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES -OF DUTIES TYPICAL JOB FUNCTIONS (Illustrative Only)

Works closely with the Board of Supervisors/Directors

- ; Chief Administrative Officer; related County departments; and key officials of local, regional, state, and federal agencies in developing and implementing programs related to environmental management.
- Plans, organizes, manages, and directs environmental management staff and programs for the protection of environmental health, including consumer protection, food sanitation, hazardous materials and emergency response, underground/above ground storage tanks, septic systems, solid and liquid waste (including landfill

and wastewater treatment plant operations), water sanitation (small water supply, swimming pools, and wells) and the resources sector, including vector control, LEA, and land use.

➤ Develops and directs the implementation of goals, objectives, work standards, and departmental department policies and procedures; oversees the preparation and administration of the department's department's budget.

➤ Plans, organizes, coordinates and directs, through subordinate supervisors, all environmental health, hazardous materials, solid waste management, and vector control programs of the County. Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

• Works closely with the Board of Supervisors/Directors, Chief Administrative Officer, related County departments and key officials of local, regional, state and federal agencies in developing and implementing programs related to environmental management.

➤ Directs the development of management systems, procedures, and standards for program evaluation; monitors developments relating to environmental management and, evaluates their impact on County operations, and implements change.

➤ Reviews Confers with and gives guidance to managers and supervisors regarding matters affecting employer-employee relations; provides for the selection, work review, and professional development of staff.

• Continuously monitors and evaluates the efficiency and effectiveness of programs and services and determines priorities.

• Directs the selection, supervision and work evaluation for departmental staff; provides for their professional training and development.

• Confers with staff on specific cases service delivery methods and on major programs; interprets policies procedures; assesses and ensures their consistent application.

➤ Represents monitors the department distribution of work, support systems, and County at public meetings; makes presentations and implements programs to obtain community input on environmental issues internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

➤ Prepares or directs the preparation of a variety of periodic and special reports related to departmental action actions.

• Attendance and punctuality that is observant of scheduled hours on a regular basis.

➤ Develops, negotiates, and administers solid waste franchise agreements; reviews and evaluates solid waste franchisee rate requests and presents information to the Board of Supervisors; and implements the County Solid Waste Management Plan.

➤ Serves as a liaison for the department to other County departments and outside agencies; attends meetings as necessary; provides staff support to commissions, committees, and task forces as necessary; negotiates and resolves significant and controversial issues.

➤ Provides highly complex staff assistance to the Chief Administrative Officer; develops and reviews staff reports related to assigned activities and services; presents information to the Board of Supervisors and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.

➤ Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.

➤ Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of environmental management; researches emerging products and enhancements and their applicability to County needs.

➤ Monitors changes in regulations and technology that may affect programs, services and operations; implements policy and procedural changes after approval and determines priorities.

- Performs ~~other~~related duties as assigned.

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QUALIFICATIONS

Knowledge of:

- ~~Administrative principles~~Organization and management practices including goal and objectives as applied to the development, ~~work planning, budgeting~~ analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of budget development and administration.
- Principles and practices of environmental quality control, including basic sanitary sciences applied to air and water quality, sewage and waste disposal, food and beverage, housing, vector control, solid waste management, and hazardous materials ~~and epidemiological control.~~
- ~~Basic budgetary principles~~ Principles and practices.
- ~~Applicable Federal, State and local laws and regulations.~~
- ~~Principles and practices of program management, including development, planning, monitoring, evaluation and administration.~~

Skill in:

- ~~Planning, organizing, assigning, directing, reviewing, and evaluating the work of assigned staff.~~
- ~~Training staff in work procedures and providing for their professional development.~~
- ~~Administering and managing a variety of technical environmental health projects and programs~~ protection, investigation, and enforcement, including landfill and wastewater treatment plant operations and regulations.
- ~~Recommending comprehensive environmental~~ Principles of chemistry, biology, geology, zoology, hazardous materials management, physical sciences (i.e., geology, hydrology), occupational health, toxicology, waste management policy, industrial hygiene, investigation, and enforcement.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to environmental management programs based upon.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Develop and implement goals, objectives, policies, procedures, programs, and ordinances.

- Provide administrative, management, and professional leadership and direction for the Environmental Management Department and the County.
- Evaluate complex codes, regulations, and environmental problems, and develop effective courses of action.
- Identify community needs, available resources, and overall County priorities ~~and policies.~~
- ~~Providing~~ Provide technical assistance and staff leadership to boards and commissions within assigned function.
 - ~~Using sound independent judgment~~ Select and ~~responding sensitively to community environmental health issues~~ supervise staff, provide training and concerns.
- ~~Communicating~~ development opportunities, ensure work is performed effectively ~~with a variety of individual citizens, citizen groups, boards, and commissions, staff~~ evaluate performance in an objective and governmental groups positive manner.
- ~~Coordinating~~ Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Coordinate environmental management programs with other departments and agencies and ~~preparing~~ prepare sound, oral and written reports and recommendations.
- Preparing Plan, organize, assign, direct, review, and evaluate the work of assigned staff.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise technical reports, correspondence, and other written ~~materials~~ material.

Other Requirements:

- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work

~~Must possess~~ a valid driver's license. ~~Must be able to attend evening meetings.~~
~~Must be registered as an Environmental Health Specialist in the State of California.~~

Education and Experience:

~~Equivalent to graduation~~ Bachelor's degree from a an accredited four-year college or university with major coursework in biological or physical sciences, environmental science ~~health,~~ environmental engineering, a health discipline or other or a related field, and four ~~five~~ years (5) of supervisory or managerial ~~increasingly responsible experience which has included in~~ environmental program planning ~~management or related programs, including at least two (2) years in a management capacity.~~

Licenses and implementation-Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a valid certificate of registration as an Environmental Health Specialist in the State of California.
- Ability to renew the Environmental Health Specialist Registration in California, by completing 24 contact hours of continuing education every two years approved by REHS Continuing Education Accreditation Agencies.

PHYSICAL DEMANDS

Must possess ~~NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills-mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various County facilities and construction and work sites; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds, or heavier weights with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.~~

ENVIRONMENTAL CONDITIONS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, and hazardous substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to attend night and evening meetings and work flexible work hours. May be required to travel both within and outside the county.