



Environmental Management Director Environmental Management

EM/1-433

JOB SUMMARY

This position oversees and manages the county's Environmental Management, Stormwater Special Purpose Local Option Sales Tax (SPLOST), Solid Waste, and Streetlight program functions.

MAJOR DUTIES

1. Oversees and manages permit compliance, reporting, infrastructure installation, and enterprise fund functions; ensures compliance with all federal, state, and local environmental laws, regulations, policies, and procedures.
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. Oversees the development of Stormwater SPLOST, Solid Waste, Street Lights, and Environmental Management budgets; approves and monitors expenditures; initiates changes in work priorities to ensure project completion within budgetary constraints.
4. Oversees the management of Environmental Management operations; administers and interprets various regulations and policies, including development and subdivision regulations; identifies and recommends current and long-term watershed management needed.
5. Oversees the management of stormwater infrastructure capital improvement projects; monitors project management and expenditures; helps identify cost-efficiency improvements.
6. Performs special project implementation and investigations at the request of the County Administrator, including establishing scope, timetables and cost estimates; prepares project status reports.
7. Investigates, resolves and responds to customer service requests as the request of the County Commission or the County Administrator.
8. Plans, organizes, and directs Solid Waste operations; oversees third-party trash collection operations and manages contracts; plans, assigns, and approves the work of professional geologists and engineers for obtaining permits from regulatory agencies; ensures compliance with all solid waste permits; prepares professional services requests for proposals; represents the department in the procurement process.
9. Attends and delivers presentation, information, and/or recommendations to various committees and Boards, including the Board of Commissioners, the Atlanta Regional Commission, ACCG, the Metropolitan North Georgia Watershed Planning District, Georgia Department of Environmental Protection, civic groups, and homeowners' associations.
10. Reviews engineering and land development documents including consultant's design plans/reports, final subdivision plats, re-zonings, and annexations; ensures accuracy and completeness; applies appropriate ordinances, engineering principles, standards, and specifications; approves documents and requests that comply with applicable requirements.
11. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

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 Public Works 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. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, and supervisory duties. The necessity of managing a variety of functions combined with strict regulations and guidelines contribute to the complexity of the position.
- The purpose of this position is to direct 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, the protection of natural resources, 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 standing, walking or 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 employee must be capable and comfortable working outdoors across the range of year-round temperatures and lifting, carrying, and setting weights of up to 80 pounds (e.g., removing and replacing manhole lids).
- The work is typically performed in an office or outdoors. The employee may be exposed to inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- This position has direct supervision over Assistant Environmental Management Director (1) and Environmental Management Specialist (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 Review. 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 in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- General knowledge in the operation and management of solid waste transfer stations and post-closure requirements for solid waste landfills.
- 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.