



Office of Human Resources  
Environmental Administrator - CE2894  
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### General Statement of Duties

Administers environmental programs by developing and implementing programs in a multi-disciplinary setting, that require independent integration of scientific principles with law, business, information technology, and engineering for environmental protection, planning, permitting, compliance, recovery, remediation, reclamation or removal purposes.

### Distinguishing Characteristics

This class is responsible for overseeing the administration of environmental programs, which require the application of multi-disciplinary scientific principles and backgrounds. This class is characterized by administering programs with all of the following: a) regulatory complexity, b) involving one or two areas of scientific/technical emphasis/expertise, c) budgetary management with exposure to financial uncertainties, d) requiring decision making with scientific and/or regulatory uncertainty, and e) goals and performance metrics are based upon achievement of long term environmental outcomes.

Positions in this class are distinguished from the Environmental Analyst and Environmental/Public Health Investigator class series, which do not administer programs as primary duties.

The Environmental Administrator is also distinguished from the Senior Environmental Administrator class, which administers large scale, complex environmental programs, with significant long term financial impact and complex regulatory issues, which may require the development of new policy, three or more areas of scientific/technical emphasis/expertise, significant exposure to financial or political risk with long term citywide environmental outcomes.

### Essential Duties

Administers environmental programs where significant regulatory and scientific, expertise is required. Ensures programs operate in compliance with departmental objectives, pertinent laws, rules and regulations. Establishes and implements program objectives; develops and modifies work plans; implements standards, sets priorities; and ensures programs operate in conformance with established standards and requirements, conducts needs assessments and program evaluation.

Develops budget and manages expenses; creates requests for proposals, negotiates and manages contracts, ensures satisfactory contractor performance, critically reviews and corrects work product of vendors and assigned staff. Administers financial operations within budget limits. Continuously looks for ways to create and/or enhance revenue sources.

Modifies and develops new programs as needed; resolves complex problems that cross functional and administrative boundaries; acts as program spokesperson, building and maintaining relationships with agencies and the community to improve program decisions in controversial areas. Recommends City's position on pertinent environmental issues.

Utilizes scientific and theoretical skills to evaluate environmental issues; conducts environmental research and related work where scientific and regulatory expertise is necessary.

Designs and implements quality management standards for programs, determining the environmental significance of collected data and required corrective action; recommends or requires remedial action.

Performs as an expert in one or two scientific and/or regulatory environmental areas of expertise.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Reasoning** - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Working with People** - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

**Writing** - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of the principles and theories of the social, physical and biological sciences sufficient to be able to investigate, monitor and protect public health and the environment.

Knowledge of project management sufficient to be able to coordinate assigned projects, establish schedules, identify the proper construction sequence, identify the scope of the project and manage project budget and documentation.

Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.

### **Level of Supervision Exercised**

By position, performs lead work.

### **Education Requirement**

Bachelor's Degree in Environmental Science or a related field.

### **Experience Requirement**

Three (3) years of professional experience conducting scientific research and/or analysis on a variety of environmental issues as required by the specific duties assigned to the position.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Potential exposure to toxic chemicals.

Potential exposure to chemical and specimen odor.

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Hazards: conditions where there is danger to life, body and/or health.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Extreme heat: temperatures hot enough to cause bodily discomfort.

Temperature changes: variation in temperature from hot to cold.

Wet: frequent contact with water or other liquid.

May be exposed to extremes of heat and cold in all weather conditions.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Crouching: Positioning body downward and forward.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Walking: Ability to move or traverse from one location to another.

**Background Check Requirement**

Criminal Check  
Education Check  
Employment Verification  
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** E-815  
**FLSA Code:** Y  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:**  
**Revised By:**  
**Class History:**