



Office of Human Resources  
Environmental Administrator Senior - CE2895  
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### General Statement of Duties

Administers large scale, complex 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 to oversee the administration of large scale complex 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) complex regulatory issues requiring the development of new policies, b) three (3) or more areas of scientific emphasis/expertise, c) significant budgetary management with significant exposure to long term financial or political risk, d) , require long term decision making with a great deal of scientific and/or regulatory uncertainty, and e) goals and performance metrics are based upon achievement of long term citywide environmental outcomes.

Positions in this class are distinguished from the Environmental Administrator class, which administers environmental programs by developing and implementing programs in a multi-disciplinary setting involving one or two areas of scientific/technical emphasis/expertise, that requires independent integration of the principles of sciences with law, business, information technology, and engineering for environmental protection, planning, permitting, compliance, recovery, remediation, reclamation or removal purposes.

This class is also distinguished from the Environmental/Public Health Manager class, which has first-level supervisory responsibilities.

### Essential Duties

Administers and leads the work of a team to address complex large-scale 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, sets priorities, develops and implements standards and policies and ensures program operates 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 contract performance, critically reviews and corrects work product of vendors and assigned staff. Administers financial operations within budget limits; develops new sources of revenue.

Modifies and develops new programs as needed; resolves complex problems that cross functional and administrative boundaries; acts as a program spokesperson by building and maintaining relationships with agencies and the community to advise of changes and improve program decisions in controversial areas.

Recommends City's position on pertinent environmental issues and may be required to provide expert testimony on federal, state and local regulations, lawsuits and settlements.

Addresses scientific programs where no established pattern or policy has been established, with significant associated uncertainty regarding the appropriate course of action, and where the best course of action will not be known for extended periods of time.

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

Oversees or coordinates work of experts in complex, multi-disciplinary scientific or regulatory areas and Implements program approaches where criteria are unclear.

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

**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.

**Written Communication** - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### 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 and/or supervises program staff.

### Education Requirement

Bachelor's Degree in Physical Science, Engineering or closely related field as required by the specific duties assigned to the position.

**Experience Requirement**

Five (5) years of professional experience conducting scientific research and/or analysis on a variety of environmental issues 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-816**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**