



Office of Human Resources
Environmental Programs Director - CE2778
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General Statement of Duties

Directs the work of the Facility Compliance, Environmental Planning, and Water Management units of the Environmental Programs section of the Planning and Development division of Denver International Airport that include developing annual and multi-year work plans and strategies, ensures resources are available to achieve work plans, resolves complex business issues, and establishes management practices and processes that ensure the accomplishment of performance standards.

Distinguishing Characteristics

The Director is a mid-level management class. A Director manages a division or agency and is generally responsible for supervising managers, supervisors, and individual contributors. A Director position is operationally and/or functionally focused as well as strategically focused.

This is a single-position class at Denver International Airport. The classification reports to the Deputy Manager of Aviation classification.

Essential Duties

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Designs and manages the programs, procedures, standards and projects necessary to implement those policies, goals and objectives.

Ensures compliance for DIA's facility-wide environmental permits and programs which includes air emissions, storm water and wastewater discharges, waste management, recycling, and environmental impact studies.

Serves as liaison and advisor to other functional groups at DIA to provide programmatic support and subject matter expertise regarding sustainable development practices and environmental compliance.

When appropriate, discusses and recommends solutions to issues potentially affecting others beyond the scope of DIA operations. Provides information and recommendations to higher level managers, executives and elected officials regarding environmental matters with major legal, social, or economic consequences.

Represents DIA in meetings with elected and appointed officials and other city entities on environmental issues.

Interacts with Denver Environmental Health, Denver Wastewater, City Attorney and the Mayor's Office and serves on committees and task forces concerning environmental and green initiative issues of citywide scope on behalf of DIA. Fosters collaborative relationships that benefit the organization.

Prioritizes and allocates resources to achieve strategies. Utilizes resources to develop or expand services and/or operation. Ensures resources are utilized appropriately and do not exceed the established budget without approval.

Creates and administers policies and integrates work group procedures across work areas for consistency.

Resolves sensitive, controversial issues by making decisions that are inclusive of multiple perspectives.

Represents the Environmental function in meetings with elected and/or appointed officials and other city entities. Serves as the city representative with a variety of public, business, and community organizations. Fosters collaborative relationships to the benefit of the organization.

Reviews and approves performance metrics established by supervisors and managers. Assists staff in the achievement of performance standards while identifying opportunities for continual improvement.

Resolves escalated employee or citizen complaints including long-term resolutions in problem areas.

Selects, trains, develops, and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Develops and monitors the budget and oversees financial well-being by analyzing cost effectiveness. Directs cost control activities.

Performs other duties as assigned.

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

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

None

Level of Supervision Exercised

Directs the Environmental Programs work group by supervising managers, supervisors and individual contributors.

Education Requirement

Bachelor's Degree in Environmental Science, Engineering, Architecture, Biology, Chemistry or a related field.

Experience Requirement

Three (3) years of experience at the type and level of Manager developing and managing environmental programs that require regulatory knowledge at the local, state and federal levels.

Education & Experience Equivalency

Two (2) years 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

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

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.):

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

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

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

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

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

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-820

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: