

ENVIRONMENTAL PROGRAM MANAGER

DEFINITION

To manage, supervise, plan, coordinate, direct, and review the activities of the Air Pollution Control District or the Unified Hazardous Waste and Hazardous Materials Management Regulatory (CUPA) program.

DISTINGUISHING CHARACTERISTICS

The classification of Environmental Program Manager oversees the activities of the Agricultural Department's Division of Air Pollution Control District or the CUPA program. Incumbents have a broad administrative and supervisory responsibilities in their assigned area.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Air Pollution Control Officer or CUPA Director; exercises supervision over technical, administrative, and inspection staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Oversees the activities of the Air Pollution Control District or the activities of the Unified Hazardous Waste and Hazardous Materials management regulatory program

Assists in the formulation and implementation of departmental policies and procedures.

Participates in the interviewing, selection and evaluation of personnel assigned; plans and participates in staff training. Recommends personnel assignments to ensure adequate program staffing.

Plans and supervises district-wide inspection programs; oversees the work of subordinate personnel engaged in inspection and coordinates their efforts to ensure timely inspections throughout the county.

Enforces air pollution control district and CUPA regulations and standards at industrial and agricultural sources in accordance with local, state and federal laws and regulations to protect public health and safety.

Efficiently manages all relevant programs.

Reviews and approves plans of industrial and commercial construction.

Enforces applicable standards to protect public health and safety.

Issues various permits.

Reviews relevant legislative bills and analyzes potential impact on the department.

Trains department personnel of law and regulation revisions as well as new techniques and procedures.

Assists in the preparation of the department's annual budget.

Receives and responds to inquiries, requests for assistance and complaints from the public.

Prepares and/or supervises the preparation of a variety of correspondence and reports.

Represents the department at meetings and conferences as directed.

Relieves subordinate personnel during absences.

Performs general administrative work as required, including conducting meetings, preparing reports and correspondence, copying and filing documents, entering computer data, etc.

Performs office duty desk assignments including answering phones and interacting with the public.

Performs after hours and/or weekend duties as assigned.

Occasional out of town travel and overnight stays.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles of supervision and training.

Principles and procedures of budget preparation and administration.

Regulations, principles and practices of air pollution control or storage of hazardous materials and waste.

Elements of plan reading for compliance with underground tank or air pollution installation requirements.

Basic methods, equipment, chemicals and identification techniques used in air pollution control or hazardous waste programs.

Safe work practices including effects of hazardous substances and potential workplace hazardous

Modern office practices and technology including working knowledge of computer programs including the Microsoft Office suite of products.

Principles and procedures of inspection and enforcement actions including evidence collection, record keeping, case development, and report preparation.

Basic arithmetic, algebra, and statistical analysis.

Ability to:

Understand, interpret, enforce, and apply pertinent federal, state and local laws, rules and regulations.

Supervise and train staff, and to plan, assign and direct the work of others.

Analyze administrative problems, reach practical and logical conclusions, and implement changes.

Work independently with minimal supervision.

Prepare and administer a budget.

Conduct necessary inspections and prepare complete and accurate technical reports.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Prepare complex reports, records, spreadsheets, etc., with accuracy.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience in the inspection, enforcement and supervision of air pollution or hazardous waste and underground storage tank programs comparable to that of an Environmental Compliance Specialist II in Glenn County.

Training:

Bachelor's degree or higher with major work in environmental science, chemistry, physics, engineering, biology, microbiology, physical science, geology, soil science, environmental health, toxicology, industrial hygiene, hazardous materials management, fire science, fire technology, or related approved field. Registration as a current Environmental Health Specialist may be substituted for the required education.

LICENSES AND CERTIFICATES:

Possess, or have the ability to obtain (within 180 days), and maintain the following:

| Environmental Program Manager (Air Pollution) | Environmental Program Manager (CUPA) |
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| <ul style="list-style-type: none">• California Drivers License | <ul style="list-style-type: none">• California Drivers License |
| <ul style="list-style-type: none">• Visible Emissions Evaluation Certification | <ul style="list-style-type: none">• Hazwoper OSHA 1910.120 |
| <ul style="list-style-type: none">• Hazwoper OSHA 1910.120 | <ul style="list-style-type: none">• ICC "California UST Inspector" Certification |
| | <ul style="list-style-type: none">• Above Ground Petroleum Storage Act (APSA) Exam Certification |

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to perform inspection, to operate a motor vehicle and to visit various County and meeting sites, vision to read printed materials and on a computer screen, and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification, the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards, standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter 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, up to 30 pounds, as necessary to perform job functions. Appropriate personal protective equipment will be worn as required.

WORKING CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.