

## **ENVIRONMENTAL PROGRAM MANAGER**

### **DEFINITION**

To plan, coordinate, direct and review the activities of the Air Pollution Control division and the Unified Hazardous Waste and Hazardous Materials Management Regulatory program.

### **DISTINGUISHING CHARACTERISTICS**

The classification of Environmental Program Manager oversee the activities of the Agricultural Department's Division of Air Pollution Control or the Unified Hazardous Materials 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 Assistant; exercises supervision over technical and inspection staff.

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

Oversees the activities of the Air Pollution Control Division.

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 air pollution and storage tank inspection programs; oversees the work of subordinate personnel engaged in inspection, and coordinates their efforts to ensure timely inspections throughout the district.

Enforces air pollution control standards of industrial and agricultural sources in accordance with state and federal laws and regulations to protect public health and safety.

Assists in managing the agricultural burn program.

Reviews and approves blueprints and plans of industrial and commercial construction regarding air pollution emission standards.

Enforces applicable standards to protect public health and safety as they pertain to hazardous materials and hazardous waste.

Environmental Program Manager  
Rev.- 03/12/06  
Rev.- 02/11/07  
Rev.- 07/01/07  
Rev.- 01/13/08  
Rev.- 07/13/08  
Rev.-07/01/11

M.O. #6-3/21/06  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #22-2/6/07  
M.O. #11-7/5/11

Oversees the activities of the Unified Hazardous Waste and Hazardous Materials management Regulatory Program.

Inspects underground storage tanks for compliance with regulations.  
Issues various permits.

Consults with superiors on difficult non-compliance problems.

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

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

Assists in the preparation of the department's annual budget by preparing narrative and statistical information.

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 extended absences.

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

Performs related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

Principles of supervision and training.

Principles and procedures of budget preparation, review and control.

Basic principles and practices of air pollution control and underground storage of hazardous materials.

Elements of blueprint reading for compliance with underground tank and air pollution emission requirements.

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

Safe work practices.

Modern office practices and technology, including the use of computers for data and word processing.

Principles and procedures of record keeping and report preparation.

Basic arithmetic, algebra and geometry, and statistical analysis.

Ability to:

Understand, interpret 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.

Make required calculations accurately and quickly as required.

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, hazardous waste and underground storage tank programs comparable to that of an Air Pollution Specialist II in Glenn County.

Training:

Bachelor's degree with major work in chemistry, physics, engineering or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of certificates in Hazwoper, OSHA 1910.120; Visible Emissions Evaluation; Pesticide Regulation; Investigation and Environmental Monitoring; and Weights and Measures, Petroleum Products.

Classification Code:	0576000
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	451