

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Works
Division of Engineering
Classified, GRADE 15
FLSA exempt position

ENVIRONMENTAL PROGRAM MANAGER

GENERAL STATEMENT OF DUTIES: Plans, directs and coordinates the environmental sciences program for the County; interprets and completes all pretreatment program requirements; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class performs advanced level engineering and environmental science work with responsibility for the administration, supervision and direction of the pretreatment program and other environmentally related projects/programs to assure Kent County's compliance with Federal and State regulations; maintains program budget for the appropriate cost center.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker may be exposed to adverse environmental conditions, toxic chemicals, solvents, and greases.

EXAMPLE OF WORK: (Illustrative only)

Supervise technicians with inspection and monitoring duties and other related environmental science program requirements;
Perform continuous industrial waste surveys to assure compliance with state/federal standards;
Complete quarterly and annual pretreatment reports for submission to governing agencies;
Assure quarterly and annual wastewater plant sampling events meet state/federal standards;
Interface with Federal and State agencies on industrial waste issues;
Initiate escalating enforcement proceedings and interact with State and federal agencies as required;
Comply with and enforce all required safety regulations;
Initiate the industrial wastewater discharge permit process and author industrial wastewater permits;
Classify categorical and significant industrial users as per code of federal regulations;

Prepare written correspondence to County customers in regards to violations, corrective actions, or requests for information;
Continually update knowledge of environmental regulations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of industrial processes used in the local/regional area, and Federal categorical pretreatment standards, 40 CAR 403; wastewater pretreatment systems such as grease and sand/oil interceptors, neutralization tanks, cyanide destruction, chromium, flocculation, sedimentation, filtration, aerobic and anaerobic biodegradation, and salinity control; good knowledge of the principles and practices of supervision, sample collection procedures, effects of toxic pollutants on the wastewater treatment process, and technically based local limits development; ability to interpret and explain appropriate codes; ability to read and understand blueprints and system layouts; ability establish and implement workload priorities, policies and procedures; ability to research, analyze and develop recommendations related to the pretreatment program; ability to communicate effectively in both oral and written forms; ability to establish and maintain effective working relationship with coworkers, supervisors, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelor's degree from an accredited four-year college or university in chemistry, engineering, environmental sciences, or closely related field and three years professional experience in the pretreatment of industrial wastewater; or any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07
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