

**Title: Environmental Program Manager**  
**Department: Public Works**  
**Division/Office: Engineering Division**



Grade 2125; FLSA Exempt position; Category: Classified; Job Code: ENPM; Rev.:07/01/2021

### **General Description**

The purpose of this position is to plan, direct and coordinate environmental programs in compliance with state and federal standards and Tier II reporting and manage at advanced levels the Industrial Pretreatment program, Hauled Waste program and FOG program.

This position works independently, under limited supervision, reporting major activities to the Assistant Director of Engineering and the Director of Public Works through regular meetings and other established methods.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Performs continuous industrial waste surveys to assure compliance with state/federal standards; Complete quarterly and annual pretreatment reports for submission to governing agencies.
- Assures quarterly and annual wastewater plant sampling events meet state/federal standards.
- Interfaces with Federal and State agencies on industrial waste issues.
- Initiates escalating enforcement proceedings and interact with State and federal agencies as required.
- Complies with and enforces all required safety regulations.
- Initiates the industrial wastewater discharge permit process and author industrial wastewater permits.
- Classifies categorical and significant industrial users as per code of federal regulations.
- Issues wastehauler permits and FOG program permits.
- Prepares written correspondence to County customers in regard to violations, corrective actions, or requests for information.
- Continually updates knowledge of environmental regulations.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

Requires Bachelor's degree in chemistry, engineering, environmental sciences, or closely related field and three (3) years professional experience in the pretreatment of industrial wastewater or any combination of experience and training.

### **Additional Requirements:**

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;

*This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.*

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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.

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.

**Americans with Disabilities Act 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 fingering, and repetitive motions; 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; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Certifications and License Requirements:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Must possess and maintain a State of Delaware Professional Engineer (PE) license.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement