

ENVIRONMENTAL PROJECT DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner of Environmental Facilities, an incumbent of this position is responsible for organizing, directing, coordinating and supervising activities relating to environmental issues planning in regard to wastewater and solid waste in Westchester County. Responsibilities include advising professional and technical staff in the implementation of County policy, participating in the capital program for alleviating combined sewers, and monitoring progress in environmental remediation. An incumbent maintains extensive contacts with Federal, State and local agencies to ensure compliance with regulatory mandates. An incumbent develops and maintains contacts with media representatives and community groups. Supervision may be a function of the position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops, supervises and participates in research projects on environmental issues relating to wastewater and water treatment and disposal and solid waste collection, processing, disposal and recycling;

Provides policy advice to county officials, local municipalities and others relating to planning for solid waste, wastewater, and water treatment;

Develops and maintains procedures and systems for monitoring and reporting progress in improving effluent quality, including nitrogen and biological nutrient reduction;

Coordinates contracts for capital and grant implementation projects, monitors progress, and prepares and presents required reports;

Researches, prepares applications and applies for grants for environmental amelioration;

Maintains awareness of the compliance with current laws and regulations regarding wastewater treatment and the disposal of sludge, as well as regarding the collection, processing and disposal of solid waste;

Monitors progress of programs to eliminate combined sewers, airport runoff reduction, closing of solid waste and residue sites, gas utilization, etc.;

Cooperates with neighboring states and counties to consider and formulate regional waste reduction policies and to consider policies, technologies and practices to improve the quality of wastewater effluent;

Represents County concerns at meetings regarding issues on the Long Island Sound, the New York City Reservoir Watershed, closing and capping waste disposal sites, etc.; represents the County to Federal and State agencies with regard to proposed regulations or permit modifications;

Develops, provides leadership and participates in joint research and public information projects;

EXAMPLES OF WORK: (Cont'd.)

Reviews daily operational reports to monitor compliance with laws, regulations, procedures and codes;

Plans, directs and prepares community education programs to provide information to the public and to promote department programs including, odor mitigation, notification procedures, automation, etc;

Prepares and submits budget requests for program;

Maintains contact with County Departments, such as Planning, Public Works, Transportation, etc., to coordinate planning on projects which may impact natural resources and the environment, including plant siting, bus routing, airport runoff remediation, etc.;

Represents the Commissioner at meetings, public appearances and speaking engagements as assigned;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the public participation program requirements of the Federal Environmental Protection Agency; good knowledge of Federal, State and local laws and regulations regarding the watershed, the Hudson River and tributaries, and the Long Island Sound; good knowledge of water quality issues; good knowledge of solid waste issues and the County's Solid Waste Management Plan; good knowledge of water quality issues and the Clean Water Act; good knowledge of departmental objectives, policies operations and organization; good knowledge of the theory and practices of establishing and maintaining effective community relations; ability to organize material and to prepare proposals and grants; ability to gather, compile and evaluate data and information; ability to identify critical program areas and formulate and implement realistic solutions; ability to establish and maintain effective working relationships with individuals having divergent views; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; good judgment; tact; resourcefulness; imagination; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) six years of environmental experience with responsibility for each of the following: program development, operation, and evaluation and control; or (b) a Master's Degree* in Business or Public Administration and 4 years of experience as stated in (a); or (c) a Law Degree and three years experience preparing legal documents regarding environmental issues.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York state Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York. If qualifying on the basis of a Law Degree, must be admitted to the NYS Bar.

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J.C.: Competitive
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Job Class Code: E0753
Job Group: XV