

## PROGRAM COORDINATOR (ENVIRONMENTAL HEALTH RISK CONTROL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, plans, develops and directs the programs, personnel and resources of the Office of Environmental Health Risk Control, which serves as the department's primary technical resource for assessing, evaluating and advising on the public health impact of environmental exposures to toxic substances. Full responsibility is exercised for program activities, policies and personnel including management of financial and equipment resources. Frequent and extensive contact will occur with the general public, local officials and outside agencies, various units of the County and State Health Departments, and the New York State Department of Environmental Conservation. The position is responsible for the enforcement of applicable New York State and County Laws and Regulations, and for Federal Environmental Regulations, particularly SARA, Title III. Supervision is exercised over subordinate professional, technical and support personnel, as well as additional Department personnel during emergency response operations. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Designs, plans and implements programs for health and environmental assessment of exposure to toxic substances; storage and handling of hazardous materials; investigation of hazardous materials incidents including chemical emergencies; hazardous waste sites; environmental site assessments; occupational and employee medical monitoring programs; special programs and project initiatives;

Develops policies and procedures, within Department guidelines, concerning toxic and hazardous materials;

Dispatches and supervises Environmental Health Risk Control staff and other Department personnel, as needed, to investigate and respond to hazardous materials incidents and emergencies;

Designs and drafts program proposals including grant applications, and coordinates their implementation with other agencies and departments;

Develops and coordinates training programs in hazardous materials operations for Department personnel;

Coordinates and directs the Department's response during hazardous materials emergencies as set forth in the Westchester County Disaster Plan;

Directs the collection of data and the planning of activities pursuant to SARA, Title III;

Represents the Department regarding toxic and hazardous materials subjects in interactions with the public, industrial groups, governmental and quasi-governmental agencies, including at enforcement actions;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Presents the Department's position on toxic and hazardous materials issues to municipal, community and professional groups, including the news media, and provides formal testimony at environmental hearings;

Recruits, selects and manages professional and technical personnel in a variety of scientific disciplines, and clerical staff;

Ensures compliance with federal and state requirements through maintenance of necessary staff and personal certifications;

Manages materials and equipment resources for the Department's hazardous materials assessment team and supervises the procurement of additional instrumentation, equipment and supplies;

Develops the O.E.H.R.C. annual budget, prepares supplemental state aid applications, and maintains immediate control over program expenditures;

Develops codes, rules and regulations relative to toxic and hazardous materials;

Evaluates environmental health data determines health risks associated with chemical exposures and makes recommendations;

Develops and administers the Department's employee medical monitoring program for environmental response personnel;

Directs and coordinates the implementation of the New York State Worker Right-to-Know Law for County employees;

Coordinates O.E.H.R.C. activities with those of federal and state agencies relative to toxic and hazardous materials programs such as Superfund waste site and emergency planning.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and techniques of hazardous materials management including environmental health assessment of chemical hazards, hazardous materials detection and measurement, operation and planning of emergency response, and environmental impact assessment; good knowledge of the basic principles of biology, chemistry, toxicology and environmental science; good knowledge of environmental laws, rules and regulations; good knowledge of organizational and administrative processes; good organizational and planning skills; ability to plan and supervise the work of technical staff; ability to administer contracts and grants; ability to communicate effectively both orally and in writing; professional and personal integrity; leadership; initiative; resourcefulness; dependability; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in biology, chemistry or a related environmental health science and six years of environmental health experience which must include two years of supervisory experience in hazardous materials management programs.

SPECIAL REQUIREMENTS:

1. A minimum of 120 hours of special training in hazardous materials operations approved by appropriate State or Federal Agencies.
2. Possession of a valid New York State driver's license.

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