NEW AUG 0 2 1997

| OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity* | CLASS TITLE: Environmental Technology Supervisor | CODE: 84615C |
|---|---|---|
| | MAJOR AGENCIES: County Offices, Universities | JURISDICTION: County, Univ. |

FUNCTION: Under general supervision from section or division chief, directs variety of pollution control, surveillance and/or related technical environmental protection activities; supervises staff of environmental technicians and other personnel; provides technical consultation for staff members and public; performs variety of administrative duties; PERFORMS RELATED DUTIES AS REQUIRED

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 | 40-50 | Directs variety of technical activities related to pollution control and environmental protection (e.g., surveillance, sample collection and analysis, data collection, permit issuance and monitoring, complaints response, monitoring of contract services, field investigation). | Knowledge of (1) management, (2) supervision, (3) safety practices, (4) public relations, (5) government structure and process, (6) biology, (7) chemistry; ability to (8) understand technical field, (9) define problems, collect data, establish facts and draw valid conclusions, (10) use statistical analysis, (11) gather, collate and classify information, (12) establish friendly atmosphere as supervisor of a work unit. |
| 2 | 14-20 | Supervises staff of environmental technicians and other personnel; provides guidance and direction to staff members; evaluates performance; initiates personnel requests; supervises training and professional development of employees. | Knowledge of 1, 2, 3, 4, 5, 6, 7, (13) employee training and development, (14) counseling; ability to 8, 9, 12. |
| 3 | 12-18 | Provides technical advice and consultation to other staff members, consulting engineers and scientists, owners and operators of industrial and municipal facilities and others in technical matters relative to pollution control and environmental protection. | Knowledge of 1, 2, 3, 4, 5, 6, 7; ability to 8, 9, (15) handle sensitive contacts with public and government officials. |

(1200) 123.1-7-17

*Developed after employment

| UNUSUAL WORKING CONDITIONS: | MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* | TRAINING & DEVELOPMENT: |
|---|---|---|
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|---|---|---|---|
| 4 | 15-25 | Prepares annual program plans for units supervised; develops annual budget; maintains inventory of all equipment, provides for maintenance and reports equipment needs; prepares variety of reports on activities of unit; performs other related administrative duties. | Knowledge of 1, 2, 3, 4, 5, 6, 7; ability to 8, 9, 10, 11, 12. |

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MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

FORM ADM-4134

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