

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Environmental Engineering Administrator

SERIES NO.:

8575

MAJOR AGENCIES:

Environmental Protection Agency only

EFFECTIVE DATE:

01/05/1997

SERIES PURPOSE:

The purpose of the environmental engineering administrator occupation is to plan, implement & direct all programs & operations of assigned district office or assigned central office division.

CLASS TITLE:

Environmental Engineering Administrator

CLASS NUMBER:

85751

EFFECTIVE DATE:

01/05/1997

CLASS CONCEPT:

The administrative level class works under administrative direction & requires thorough knowledge of engineering & management in order to plan, implement & direct all programs & operations of assigned district office or assigned central office division.

CLASS TITLE: Environmental Engineering Administrator	CLASS NUMBER: 85751	BARGAINING UNIT: EX
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EFFECTIVE DATE:

01/05/1997

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, implements & directs all programs & operations of assigned district or assigned central office division & supervises all members of personal staff & all lower-level supervisors/managers assigned to district or division.

Participates in development & implementation of program policies & goals & recommends changes in program emphasis; represents director or agency at meetings; ensures compliance of programs & projects with state & federal requirements & grants; oversees division's budget & expenditures; directs & supervises preparation of program grants; determines organizational structure, staffing, supply & equipment needs; oversees review of permits to install & detail plans.

Prepares documentation to support legislation & regulations affecting programs & operations; prepares rules & regulations, reports & studies for special clean up of abandoned sites; directs preparation &/or review of environmental impact statements & policy objectives in relation to ongoing programs (e.g., water quality management plan, emission inventory, air pollution control &/or ancillary programs).

Represents agency in national, regional & state conferences, committees & boards dealing with environmental issues; makes speeches & other presentations to explain division's programs, policies & goals to private entities, public officials & general public; testifies before general assembly & other public groups on environmental issues; conducts meetings with government agencies & private organizations; consults with staff, consultants & public officials; plans & directs meetings to develop overall solid & hazardous waste program in coordination with local, state & federal agencies & private industry.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervision/management; budgeting*; speech &/or oral communication; public relations; applicable agency, state & federal rules & regulations governing program area; environmental science. Ability to establish friendly atmosphere as supervisor of division; deal with large number of variables & determine specific course of action; handle routine & sensitive contacts with government & private officials; develop complex reports & position papers; write &/or edit technical documentation & plans.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate of registration as professional engineer issued by Ohio Board of Registration for Professional Engineers & Surveyors; 5 yrs. professional engineering exp. involving environmental impact issues & control; 18 months administrative, managerial &/or supervisory experience.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

N.A.

UNUSUAL WORKING CONDITIONS:

N.A.