

# NEW CASTLE COUNTY GOVERNMENT

Number 0666

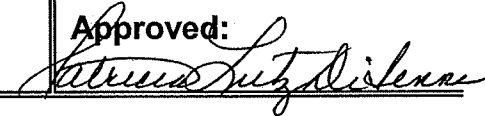
## CLASS SPECIFICATION

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Date 11/01/03

Title: ENVIRONMENTAL COMPLIANCE MANAGER

Approved:



GENERAL STATEMENT OF DUTIES: Performs professional administrative work in the field of environmental engineering; manages the environmental compliance monitoring program for New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the implementation of a broad range of environmental control programs including the administration of the wastewater testing program, industrial pretreatment program, and storm water discharge monitoring program. Work requires considerable judgement, initiative, specialized knowledge, and responsible decision making on environmental problems. Duties include the supervision and coordination of the activities of subordinate professional, technical, supervisory, and support staff. Work is performed under general supervision.

### EXAMPLES OF WORK: (Illustrative Only)

- Directs the activities of storm water coordinator, pretreatment coordinator, laboratory personnel, treatment plant operators, and maintenance personnel;
- Directs research and special studies to assist in the improvement of treatment plant operations or in resolving specific operational problems;
- Assists in negotiations with incorporated municipalities within the County and out-of-state customers of the County sewerage facilities with respect to quantity and quality of sewage delivered for transmission and treatment;
- Prepares annual operating budget requests and advises on capital program needs;
- Meets with representatives of industry to resolve complaints relative to industrial discharges and initiates appropriate corrective actions;
- Provides technical advice on environmental control problems and on sewer billing disputes;
- Serves as coordinator of the Right-to-Know Program;
- Represents the County in meetings with the USEPA and/or the State of Delaware Department of Natural Resources and Environmental Control on all matters, including wastewater treatment plant operating parameters;
- Overviews the operation of spray irrigation facilities operated by the private sector;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

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Date 11/01/03

**Title:** ENVIRONMENTAL COMPLIANCE MANAGER

**Approved:**



**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the principles of chemistry and environmental technology with emphasis on waste water treatment and analysis, sludge processing, spray irrigation, and landfill redemption; good knowledge of local, state and federal laws and regulations relating to environmental protection; ability to supervise technical employees; good knowledge of the management of treatment plants and laboratories; ability to interact effectively and cooperatively with the public, related agencies and other employees; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least three years professional experience in laboratory management and environmental compliance and possession of a Bachelor's Degree from an accredited college or university with major course work in chemistry or environmental science; or any equivalent combination of experience or training which provides the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid Delaware Class D driver's license or its equivalent.

**HISTORY OF REVISIONS:**

Established: 06/25/90  
Revised: 01/02/91  
Revised: 01/01/96  
Revised: 07/01/97  
Revised: 09/01/99 (Includes title change from Chief of Environmental Engineering)  
Revised: 11/01/03