

ENVIRONMENTAL PROGRAM SUPERVISOR III

This is technical and administrative supervisory work within a statewide environmental program with a wide variety of functional areas, or directing an environmental program in a region of the state.

Employees function as supervisors over a work unit or units of a moderate degree of scope, diversity and complexity. Employees in this class are responsible for establishing unit work goals in accordance with overall program goals and objectives to ensure that goals and/or compliance objectives are met. Employees are responsible for planning and organizing work, and monitoring accomplishments to assure that goals are met. Work at this level is distinguished from that of the Environmental Program Supervisor II level because of responsibilities for the supervision of a greater variety of more diverse functional areas, greater complexity of work, greater opportunity for impacting upon the accomplishments of the entire environmental program and a higher level of administrative and managerial duties. Work is performed under the general supervision of an Environmental Program Manager, or higher-level administrative manager and may include other duties as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees must plan work operations over periods of several months to several years. Employees project manpower needs for all phases of projects. These projections are complicated by the assignment of unscheduled, critical projects from time to time.

Organizing and Directing - Employees have the authority to change techniques and methods without prior review if there will be no impact on other work units. Employees assign work to subordinates based on its criticalness and the capabilities, workload and area of expertise of subordinates. Employees are authorized to make major shifts in employee assignments to meet the demands placed on them by changing priorities and emergency situations.

Budgeting - Employees are responsible for compiling a yearly budget for their work unit(s) and justifying these to their immediate supervisor. Employees monitor expenditures throughout the year and approve most unusual expenditures.

Setting Work Standards - Employees are responsible for assuring that their unit(s) adhere to departmental policies and procedures and for establishing work methods and procedures relative to their own work unit(s). Employees approve standards for quality and quantity of work as recommended by subordinates.

Counseling and Disciplining - Employees are responsible for initiating disciplinary actions and resolving grievances within departmental guidelines. At this level within the organization, employees may rule on appeals of decisions previously rendered by subordinate supervisors.

Reviewing Work - At this level, emphasis is placed on periodically reviewing the overall accomplishments of the work unit(s) to assure that preset goals either will be or are met. Some individual projects are reviewed for technical accuracy and general quality.

Performing Other Personnel Functions - Employees interview prospective candidates for promotions or initial employment and provide recommendations to their immediate supervisor. At this level, employees may review employment recommendations made by subordinate supervisors. Employees evaluate the work performance of subordinates and prepare merit priority lists based on the input of subordinates.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employees must periodically adjust work methods and techniques in accordance with changing federal and/or State regulations. Employees frequently shift priorities due to the assignment of critical projects or emergency situations. In addition, employees must monitor evolving technology and periodically adjust work operations accordingly. Occasionally, employees must plan and implement new programs.

Variety of Work Supervised - Employees may supervise employees in several environmental disciplines or functional areas. Employees may supervise lower-level Environmental Program Supervisors.

Number of Employees Responsible For - Supervises 8 to over 20 employees including contractors. Numbers may vary from that depending on program(s) supervised.

III. EXTENT OF SUPERVISION RECEIVED: - Employees carry out day-to-day activities without technical or administrative supervision. The more critical or complex projects may receive an after-the-fact review for reasonableness. Long-range goals are discussed with their immediate supervisor prior to implementation. Employees are authorized to make any changes to techniques, assignments and workflow, which do not impact on the work of other units. Employees are authorized to make minor organizational changes without prior approval.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operation - Not applicable

Fluctuating Work Force - Not applicable

Physical dispersion of Employees - Not applicable

V. RECRUITMENT STANDARDS

Knowledges, Skills and Abilities

Thorough knowledge of the technical concepts of at least one of the disciplines supervised.

Working knowledge of the technical concepts of the other disciplines supervised.

Thorough knowledge of federal and State regulations governing the work supervised.

Ability to communicate effectively in oral and written form.

Ability to handle with tact, consistency and sound judgment the diversity of public contacts demanded in consultative services and enforcement.

Ability to plan, organize and direct work operations.

Ability to prepare and implement a budget.

Ability to supervise other workers.

Ability to evaluate accomplishments and effect changes to improve or increase accomplishments.

Ability to review and critique the work of others.

Minimum Education and Experience

Bachelor's degree in one of the agricultural, biological, engineering, environmental or natural resource sciences or a closely related curriculum from an appropriately accredited institution and five years of progressive experience in environmental work; or an equivalent combination of education and experience.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.