

ENVIRONMENTAL PROGRAM SUPERVISOR I

This is technical and supervisory work within a statewide environmental program over a small group of employees involved in a limited variety of functions.

Major supervisory duties performed by employees include training employees, assigning work tasks to maintain workload balance and reviewing work for technical accuracy. Work includes coordinating tasks with other work units and monitoring work to assure its timely completion. At this level, employees supervise a group of employees dedicated to a single functional area or several closely related functional areas. In addition to supervisory duties, employees at this level generally carry an assigned workload of projects. Work is performed under the general supervision of a higher level Environmental Program Supervisor and may include other duties as assigned.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees are generally responsible for planning work on a project by project basis. This involves establishing project milestones and completion dates. Projects are generally short-term projects.

Organizing and Directing - Employees assign new projects according to individual workloads. In addition, employees are authorized to make minor changes in individual subordinate's overall job design and minor changes in methods and techniques.

Budgeting - Employees compile data and project and justify yearly budgets. In addition, employees prepare justifications for major equipment or supply purchases.

Training - Employees provide on-the-job training to subordinates and recommend subordinates for attendance at established training sessions based on their individual needs and the unit's needs as a whole.

Setting Work Standards - Employees set unit standards for quality and quantity of work usually within existing federal and/or state regulations.

Reviewing Work - Employees review the work plans of subordinates on a periodic basis to assure that goals are being met. Finished products are generally reviewed for technical accuracy on a spot check basis.

Counseling and Disciplining - Employees resolve informal grievances and minor disciplinary problems. More severe cases are forwarded to the immediate supervisor for resolution within department grievance and disciplinary policies.

Performing Other Personnel Functions - Employees interview potential candidates for employment and provide recommendations to their immediate supervisor. In addition, employees evaluate performance on a regular basis and provide recommendations for merit increases.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Employees must periodically adjust work methods and techniques in accordance with changing federal or state regulations. In addition, employees must monitor evolving technology and periodically adjust work operations accordingly.

Variety of Work Supervised - Employees generally supervise either one area of work or two closely related areas of work.

Number of Employees Responsible For - Less than five.

III. EXTENT OF SUPERVISION RECEIVED: Employees are authorized to make minor changes in methods, techniques and workflow. Significant changes must be cleared by the immediate supervisor. Most day-to-day work is carried out independently; however, the more critical or unusual projects receive a technical review upon completion.

IV. SPECIAL ADDITIONAL CONSIDERATION:

Supervision of Shift Operations - N/A

Fluctuating Work Force - N/A

Physical Dispersion of Employees - Employees may supervise employees in a number of workstations spread out over a section of the State.

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Ability - Considerable knowledge of the technical concepts of at least one of the disciplines supervised. Working knowledge of the technical concepts of other disciplines supervised. Considerable knowledge of federal and state regulations governing the work supervised. Ability to plan and conduct projects of a technical nature and summarize results in written form. 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 service and enforcement. Ability to train and supervise subordinate workers. Ability to review and critique the work of others.

Minimum Training 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 three 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 in this class, but may not be applicable to all positions.