

Code: 7140

Title: ENVIRONMENTAL PLANNING AND COMPLIANCE MGR.-UNCLASSIFIED

SUMMARY: Manages environmental planning, regulatory compliance and research concerning environmental regulations. This is appointed, unclassified and exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Manages environmental planning and compliance activities for a department;
Develops financial plans to fund existing and future needs;
Directs the documentation of compliance with applicable laws and regulations;
Plans and develops research projects to determine innovative methods to meet standards of compliance;
Identifies regulations for detailed review and comment;
Develops departmental comments on proposed regulations;
Initiates planning activities for compliance related purposes;
Coordinates departmental activities relating to regulatory compliance with other agencies;
Reviews and prepares recommendations on specific environmental projects and plans;
Responds to and resolves difficult public complaints;
Confers with section supervisors and monitors progress of projects;
Manages the work of professional, technical and support staff;
Develops annual budgets and monitors expenditures;
Serves as principal advisor to the department in matters relating to environmental policy and regulatory compliance;
Participates in the development of department policy and procedures;
Certifies engineering plans and specifications as a registered professional engineer.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of environmental planning and regulation;
- federal, state and local environmental regulations;
- principles and practices of design and research projects;
- principles and practices of supervision.

Skill in:

- managing environmental planning and regulation;
- preparing technical reports and evaluating engineering problems;
- planning, organizing, and coordinating the work of a division;
- supervising professional, technical and support staff;
- establishing and maintaining effective working relationships with other agencies, professional engineers, research organizations and the general public;
- communicating effectively, both orally and in writing.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in civil or sanitary engineering, environmental science, hydrology, or a closely related field as defined by the appointing authority and seven years of experience in one or more of the above mentioned fields, two of which must have been in an administrative or supervisory capacity.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OTHER REQUIREMENTS:

Licenses and Certificates: Registration as a professional engineer with the Arizona State Board of Technical Registration or the ability to obtain same within one year of the date of appointment. Failure to obtain/maintain the required certification/licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

03/11/90
Updated 05/05/09(kf)