

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ENVIRONMENTAL PROGRAM SUPERVISOR

DEFINITION

Plans/directs all work activities of an environmental control, health protection, or geological and natural science program or section; or coordinates and directs environmental programs in a prescribed region of the state; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of Environmental Specialists, Environmental Engineers, Geologists or Health Physicists, and technical staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leave of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Directs or participates in environmental inspections or investigations in areas of public water supply systems, waste water treatment facilities, sources of air pollution, sanitary disposal projects, flood plain construction, and hazardous wastes, radiological control and health protection.

Directs or participates in natural science related data collection, interpretation, and evaluation.

Directs inspections and investigations in natural science related data collection, interpretation, and evaluation.

Directs inspections and investigations in areas of radiological control and health protection.

Advises agency staff, other governmental agencies, private industry, or the general public in a variety of environmental areas to inform them of state, federal, or local programs available.

Reviews or oversees the review of, permit applications, reports or other documents to insure conformance with departmental rules policies and technical standards, and assure program consistency.

Directs or participates in inter-division or inter-agency projects or studies to provide expertise in a specific environmental control, radiological control, or health protection field; assures that agency goals and objectives are met.

Responds or supervises the response, to emergency situations on a 24-hour basis to protect public health and the environment and to facilitate cleanup as quickly as possible.

Develops or directs the development of rules, policies, methods, procedures, and techniques relating to the assigned program area to foster appropriate and efficient procedures for carrying out duties and compliance functions.

Prepares or supervises the preparation of written and statistical reports (including tables, charts, graphs, etc.) on enforcement actions, inspections, investigations, watershed projects, non-point source pollution control corrective actions and findings in samplings to disseminate, interpret, or explain information to agency staff, facility operators, governmental agencies, courts, private industry representatives, or the general public.

COMPETENCIES REQUIRED

Knowledge of the principles, practices, and techniques of natural science, geology, or engineering areas as they relate to environmental or radiological control, and their application.

Knowledge of state, federal, and local environmental or radiological control laws, rules, and regulations.

Knowledge of the Code of Iowa in all areas which may impact on assigned agency programs.

Knowledge of the theory, principles, and practices of environmental or radiological control.

Knowledge of the prevention and control of conditions which may adversely effect the environment.

Knowledge of the principles and practices of personnel management and employee supervision.

Knowledge of management principles and practices.

Ability to coordinate and integrate the work activities of diverse groups, e.g., environmental program personnel, other department management and stakeholders.

Ability to establish work priorities and schedules to effectively utilize available resources, meet agency goals, and comply with state/federal requirements.

Ability to supervise, hire, disciple, instruct, coach, mentor and accurately/objectively appraise the performance of others to determine training needs, effectively deal with performance problems and recognize the achievements and potential of workers.

Ability to make decisions under potentially stressful situations.

Ability to read, interpret, and obtain data from scientific and technical documents and other reference materials, to document proposals or theories and identify alternatives.

Ability to determine budget requirements for personnel, materials and equipment, monitor expenditures on a periodic basis.

Ability to develop or revise methods and procedures to carry out work objectives in a more efficient, cost effective, and safe manner.

Ability to establish program objectives and performance goals, and assess progress toward their achievement.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with a Bachelor's Degree in Engineering, a Natural Science including Geology, Biology, Chemistry, Biochemistry or Physics, or equivalent coursework offered by Oakridge Associated Universities for Health Physicist and Health Physicist Senior, and four years of full-time professional work in an environmental program in the areas of water supply, waste water, hazardous substances, radiation, sewage treatment, solid waste, flood plain, air pollution, dam safety, or other closely related fields;

OR

an equivalent combination of experience and education substituting one year of the required full-time professional work for each year (30 semester hours) of the required education;

OR

an equivalent combination of education and experience substituting thirty semester hours of accredited graduate level course work in Engineering or a Natural Science including Geology, Biology, Chemistry, Biochemistry or Physics for each year of the required experience to a maximum substitution of two years;

OR

employees with current continuous experience in the State of Iowa Executive Branch that includes twenty-four months of full-time work as an Environmental Specialist Senior or Environmental Engineer Senior.

Effective Date: 04/10 SH