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|  <p><b>STATE OF INDIANA</b><br/>CLASSIFICATION SPECIFICATION</p> | <b>Class Title:</b><br>Environmental Manager 2   |                                | <b>Class Code:</b><br>001LS2       |
|   | <b>FLSA Status:</b><br>Exempt  | <b>Salary Schedule:</b><br>RDS | <b>Effective Date:</b><br>10-17-14 |
|   | <b>Summary:</b><br>Incumbent serves as an environmental expert and provides guidance to regulated communities, government officials, attorneys and staff responsible for a variety of programs and program elements. |                                |                                    |

**Duties:**

- Coordinates program activities for a particular area;
- Monitors site cleanup for hazardous waste sites including providing technical assistance, coordinating, investigating and conducting follow-up for uncontrolled hazardous waste spills and site cleanup;
- Tracks expenditures and cost-recovery;
- Conducts field sampling activities, reviews investigation reports and analyzes and assists in selection of clean-up alternatives;
- Responds to inquiries from citizens, regulated communities, environmental groups, attorneys, engineers and government officials;
- Negotiates with parties responsible for clean-up of waste site;
- Writes sample plans/reports, reviews and evaluates facility's closure and posts closure plans/reports;
- Reviews and researches industry permit applications for various programs, such as waste disposal, by land application;
- Provides technical assistance to other permit writers;
- Prepares/conducts/attends safety training and provides technical guidance/training to staff;
- Assists in the review, revision and development of state standards for programs;
- Conducts laboratory analysis on samples and interprets results, for regulatory programs, lake classification programs, toxic programs and special investigations;
- Researches and plans special studies;
- Coordinates the review, development and evaluation of technical, scientific, engineering and quality file database information to be used for quality assurance, control and environmental impact planning;
- Reviews facility's construction and treatment plans for completeness, economic and technical feasibility and environmental impact;
- Consults with agency's legal staff and prepares and develops enforcement information;
- Evaluates and documents environmental violations;
- Maintains emergency response equipment, sampling and safety equipment;
- Facilitates/participates in public meetings;
- Researches technical literature and organizes and maintains library of reference material;
- Performs related duties as required.

**Job Requirements:**

- Knowledge and skill typically acquired through a graduate education in natural, physical, biological or environmental science, or engineering; or a Bachelor's degree in similar area plus experience in a related area;
- Broad knowledge of theories, environmental protection principles and practices, specialty area and program area;
- Thorough knowledge of chemistry, biology, hydrology, mathematics, engineering and other environmental sciences as they relate to program area;
- Thorough knowledge of soil, water, air sampling, laboratory analysis and interpretation as it relates to program area;
- Ability to conceptualize, coordinate and implement studies;
- Ability to conduct surveys, inspections and investigations of facilities and sites, review projects/situations, read plans, interpret findings and make recommendations;

- Thorough knowledge of applicable state and federal codes and laws, rules, regulations, guidelines and acts;
- Ability to prepare documents for administrative and regulatory action;
- Thorough and specialized knowledge in remedial and corrective action technologies needed in environmental clean-up situations;
- Ability to perform in a professional manner and make sound recommendations under extremely stressful situations;
- Specialized knowledge of, and ability to coordinate, a complex technical database;
- Excellent research and writing skills for preparing accurate, precise, clear and thorough reports;
- Ability to effectively interact with parties with diverse levels of environmental expertise particularly for purposes of meetings, hearings and negotiating critically sensitive issues;
- Effectively communicate, both orally and in writing;
- Ability to interpret and apply legal terminology and practices and ability to apply these in a variety of conditions and situations;
- Ability to develop and define procedures and accomplish objectives within the appropriate and established deadlines;
- Thorough knowledge of biological, ecological and limnological systems affected by agency actions and ability to study and analyze these systems.

**Difficulty of Work:**

The incumbent uses a broad span of existing technical data and complex laws, regulations, guidelines and procedures to solve problems and manage spill site situations in an appropriate and effective manner. Incumbent is required to conceptualize and initiate studies, formulate ideas, develop alternatives and make decisions and recommendations covering different situations depending upon guidelines, which may be general and vague. Emergency situations require that decisions be made and action taken under extreme and stressful conditions and time constraints. Incumbent must adapt to new and continually changing directives which are received from federal and state agencies.

**Responsibility:**

Incumbent contributes significantly to a program area as a technical specialist. General assignments involving goals and objectives are completed independently. Problems arising during the course of work which may possibly impact agency policy or present budgetary implementations are discussed with supervisor. The supervisor is advised of special problems at the incumbent's discretion. Analysis, decisions and recommendations are reviewed upon completion for compliance with agency policy and attainment of objectives.

**Personal Work Relationships:**

Incumbent works with a wide variety of individuals including the general public, consultants, agency personnel, the regulated community and representatives of federal, state and local government for the purpose of providing information and to review, discuss and make recommendations for solving problems relating to grant processing, project development and disseminating program information.

**Physical Effort and Work Environment:**

Majority of incumbent's duties are performed indoors in an office environment. However, depending on area of specialization, duties may include outdoor field work, moving and carrying heavy equipment and potential exposure to hazardous materials, both on site and in the lab.