

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Environmental Engineer Sup 3		Class Code: 006DO3
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 10-17-14
	Summary: The incumbent functions as a technical and administrative supervisor where environmental responsibilities include coordination of work activities, detailing specific job assignments to staff members and evaluating completed staff work.		

Duties:

- Sets long range goals and priorities for the section based upon division goals and modifying short-range goals to meet changing demands;
- Prepares section budget justification and recommendations;
- Provides written and verbal instructions to subordinates concerning technical and administrative information or changes;
- Reviews work of subordinates to ensure quality, accuracy and conformance with section objectives;
- Makes recommendations for hiring and disciplining employees and completes section annual performance appraisals;
- Performs related duties as required.

Job Requirements:

- Extensive knowledge of federal and state laws, rules, regulations and policy guidelines concerning environmental sanitation, especially those pertaining to the work of section supervised;
- Extensive knowledge of environmental health sciences, public and environmental health, sanitation and mathematics;
- Thorough knowledge of environmental protection principles and practices as they pertain to section;
- Working knowledge of ISDH organization, function, policies and procedures as they relate to pertinent program areas;
- Ability to supervise professionals;
- Ability to establish program goals and objectives and to plan and coordinate varied and changing operations to achieve objectives;
- Ability to establish harmonious relationships with representatives of industry, local, public and private agencies;
- Effectively communicate, both orally and in writing.

Difficulty of Work:

Work involves consideration of numerous complex variables to establish and achieve program goals for the section. Incumbent is required to exercise a great deal of technical judgment in the development of the methodology and directing activities for the attainment of section goals. Incumbent is also required to exercise a great deal of administrative judgment in managing the available resources to meet program demands.

Responsibility:

Incumbent plans section goals and objectives based on guidelines from superiors and is accountable for the quality of work performed within section. Incumbent has ultimate technical authority in the section specialty and makes major contribution to the success of environmental sanitation in the state by developing the methods and procedures for meeting section goals.

Personal Work Relationships:

Personal work relationships are with the supervisor, subordinate staff, other sections, divisions and bureau staff, officials of the federal, state and local governmental agencies, private industry and the public for the purpose of coordinating branch activities and resolving problems related to technical policy difficulties.