

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Environmental Manager Supervisor 4		Class Code: 006LS4
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 8-30-13
	Summary Incumbent assists in implementing and administering a wide range of environmental compliance programs at Indiana Army National Guard (INARNG) facilities located throughout the State of Indiana. The purpose of the position is to ensure compliance with all environmental laws and regulations and provide supervision of and long-term administrative management for compliance and hazardous waste management personnel.		

Duties:

- Directly supervises a staff performing supervisory administrative duties;
- Schedules work assignments, sets priorities, directs and reviews work, trains new employees, hires new employees and participates in grievance procedures;
- Responsible for implementing and administering programs, contracts or other activities to obtain and or maintain compliance with environmental laws and regulations regarding hazardous material or waste management, immediate spill or leak response, long-term remedial actions, water discharge permits, air quality permits, underground storage tanks and all other programs as it pertains to environmental compliance at facilities located throughout the state;
- Coordinates activities with the federal supervisory environmental specialist, INARNG staff and federal or state regulatory agencies;
- Coordinates on-site inspections with regulatory agencies and follows-up with appropriate documentation;
- Conducts and or coordinates necessary environmental data gathering actions, studies, field investigations or remedial actions;
- Identifies project funding requirements and prepares contract statements of work;
- Acts as liaison and or point-of-contact between the INARNG and regulatory agencies as needed;
- Performs environmental briefings for INARNG state employees and commanders and staff of the INARNG;
- Acts as Division Chief of the environmental management division in the absence of the supervisor;
- Performs related duties as required.

Job Requirements:

- Experience either working for or with the military preferred;
- Knowledge of federal, state and local environmental laws and regulations;
- Ability to prepare and review technical reports and findings;
- Ability to communicate effectively, both orally and in writing;
- Ability to traverse difficult terrain and structure;
- Knowledge of sampling procedures and quality assurance protocols;

Difficulty of Work:

Performs work involving advanced techniques and methods following only general guidance. Assignments are diverse, covering a range of media and systems. These range from noise abatement, hazardous waste, landfill operations, destruction of munitions, erosion control, pest control, air and water quality, and soldier training. The solution of problems requires adaptation and modification of conventional practices and demands an understanding of a variety of disciplines in engineering, natural resources, biology, chemistry, geology and land use

Responsibility:

Incumbent works under the general supervision of the Federal /syoervusirwho provides general guidance on objectives and results desired. Incumbent independently develops plans to meet objectives and initiates action on all matters in area of assignment. Incumbent develops budget requirements to support objectives. Incumbent refers to supervisor those matters that require formulation of policy and discusses matters likely to generate significant controversy or interest. Technical decisions and recommendations are reviewed for compliance and attainment of objectives.

Personal Work Relationships:

The incumbent's working relationships are broad in scope and include direct contacts with directorate managers, supervisors, architect-engineers, contractors and operating personnel. There are also contacts with elected officials, environmental groups, regulatory agencies and the general public. Weekly contacts are made with federal and state regulatory agencies and with Army or Department of Defense consultants.

Physical Effort:

Field investigations require greater than usual physical exertion to hike across rugged terrain with equipment and will occasionally be exposed to extreme weather conditions for short periods of time.

Working Conditions:

Majority of the work is in an office environment, although, incumbent must frequently conduct on-site investigations. During such investigation exposure to hazardous and or toxic substances may occur.