

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Technical Environmental Engineer E-7		Class Code: 00EDO7
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 12-2-13
	Summary: Incumbent serves as a senior level environmental engineer within the Indiana Department of Environmental Management (IDEM). Incumbent is responsible for researching complex technical problems and providing guidance to senior management staff on issues. Serves as an advisor and subject matter expert for agency program development and high-level technical decisions.		

Duties:

- Plans, coordinates and conducts engineering reviews, assessment surveys and/or audits; providing staff reviews for technical quality, content and format; prepares ad hoc or periodic written reports and/or updates;
- Reviews, manipulates and retrieves computerized data; review complaints and assists with resolution;
- Researches, reviews, evaluates, assesses and responds to technical or engineering issues from staff and/or the regulated community;
- Attends/participates in various meetings and serves as liaison or subject-matter expert representing IDEM;
- Provides suggestions, recommendations and solutions to complex engineering/design standards;
- Works with others to formulate and develop effective implementation strategies in order to achieve compliance;
- Works with the appropriate staff to provide training and assistance, program development, technical or legal knowledge and regulatory interpretation;
- Reviews overall program and suggests improvements and provides general, technical and/or regulatory assistance to the public and regulated community;
- Assists senior management and others to develop and establish policies and standard operating procedures (SOPs);
- Coordinates inter-branch and inter-office projects;
- May assign work to staff, direct staff workload, mentor staff, and perform quality review of staff's work and provide input on staff performance appraisals;
- Provides excellent customer service by serving as a technical resource for internal and external customers, and serves as a technical negotiator and advisor for inter-office and/or inter-agency environmental issues;
- Reviews innovative engineering technologies, highly complex technical documents and/or other documents written by the regulated community and/or staff to ensure consistency and applicability of legal, technical, engineering principles and/or policy application;
- Responds to regulatory development queries and requests for information;
- Works on special projects and/or other duties as needed;
- Assists in the development of revisions to state environmental policies or regulations with senior managers;
- Performs related duties as required.

Job Requirements:

- Extensive knowledge of civil and environmental chemical and mechanical engineering principles, practices, concepts, theories, methodology and toxicology;
- Thorough knowledge of physical science as related to engineering;
- Working knowledge of and corresponding skills to use specialized software or modeling applications and other available information in order to complete work assignments;
- Extensive knowledge of and the ability to research, interpret and apply a wide variety of federal and state laws, rules and regulations in order to provide technical or legal recommendations and propose/draft new rule language, SOP's, non-rule policies, etc.;
- Ability to manage several projects simultaneously, ; establish short, and long term project goals and objectives and plan and coordinate varied and changing operations in order to achieve these goals and objectives;

- Ability to apply complex environmental and engineering theories, practices and principals of various specialty areas within the land, air and water program areas;
- Excellent communication skills, both orally and in writing, especially on high level technical or legal/enforcement issues;

Difficulty of Work:

The incumbent uses technical data, federal and state regulations and procedures to address a wide variety of broad issues or specific engineering problems. Guidelines are available but not always completely applicable or have gaps in specificity. Incumbent uses independent judgment to interpret and adapt guidelines. Incumbent formulates ideas, develops alternatives and performs thorough research on technical or program issues. Uses own initiative and resourcefulness to develop new methods, criteria and proposed policies and computer applications. Makes recommendations and decisions based on complex interrelated program guidance, regulations and funding in some cases. Determines the need for, or develops guidance on technical and program issues affecting office or agency initiatives. Work often involves dealing with individuals or groups having conflicting objectives, requiring the use of problem solving skills, tact and diplomacy to determine and justify the most appropriate course of action in order to make high-level recommendations and/or decisions.

Responsibility:

Incumbent works independently as a technical engineering advisor following federal and/or state laws, rules, regulations, policies and guidelines to provide engineering advice. Supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbent is responsible for independently planning, designing and carrying out the work. Results of the work are considered technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program. Recommendations for alteration of objectives usually are evaluated for such considerations as availability of funds and other resources, broad program goals, or IDEM/State of Indiana priorities. Work product or service affects a wide range of agency activities, industrial/commercial concerns, and the physical and economic well-being of Indiana citizens on a continuing basis. Incumbent may assign work, facilitate or direct staff work, review work and provide input on performance appraisals.

Personal Work Relationships:

Incumbent may work with or communicate with individuals representing federal, state and local government, such as the Federal Environmental Protection Agency, state agencies, state and local elected officials, consultants, attorneys, media, private industry, environmental groups, private citizens, the general public and academia. The purpose of these contacts is to obtain, clarify or give facts or information ranging from easily understood to highly technical/legal, in formal or informal settings. Incumbent has daily interaction with all levels of coworkers within the immediate organization, office, project, or work unit, and in related or other support units to provide technical expertise and advice. The incumbent may plan, coordinate, or resolve problems by influencing or motivating individuals or groups who are working on mutual goals.

Physical Effort:

May be required to walk, stand, bend and carry light items. May operate a state vehicle when involved with facility inspections, sampling investigations etc.

Working Conditions:

May require occasional site visits, inspections, sampling, investigations or other work involving moderate risks or discomforts requiring safety precautions, e.g., working near moving parts of machinery, exposure to irritant chemicals, working outside, etc. On these occasions, the incumbent may be required to use protective clothing or gear such as masks, gloves, gowns, coats, boots, goggles, respirators or self-contained breathing apparatus (SCBA). Field activities may be strenuous and occur in a wide variety of weather conditions. OSHA 40-hour hazardous waste site worker training may be required for some incumbents.