

Job Specification



DIRECTOR OF ENVIRONMENTAL SCIENCE AND COMPLIANCE

Classification: Exempt
Grade: 17
Function: Environmental Science and Compliance

Position Summary:

This position is accountable for managing the efficient day-to-day activities for the division of Environmental Science and Compliance of the NBC. Responsibilities include directing the Environmental Monitoring, Technical Analysis & Compliance, Pretreatment and Laboratory Sections of the NBC. The incumbent develops and implements division operating policies, performance standards, goals and budget objectives, prepares water quality reports, monitoring plans and performs strategic planning. The incumbent must keep current on technological improvements to processes and equipment, environmental issues, marine and freshwater quality science, renewable energy, laboratory, monitoring, permitting and pretreatment operations and must demonstrate expertise with federal and state environmental and worker safety regulations. The incumbent will ensure agency compliance with OSHA, EPA, DEM and DoH requirements, regulations and environmental permits, ensuring timely submittal of regulatory documents and will serve as a liaison to environmental agencies and stakeholders.

Essential Duties and Responsibilities:

Provide direction and supervision to the Environmental Monitoring, Pretreatment, Laboratory, Technical Analysis & Compliance and health and safety training programs for the NBC. Ensure that each department meets all regulatory mandates and goals.

Serves as agency signatory for routine and non-routine compliance reports, ensuring agency compliance with DEM, RIPDES, EPA and OSHA regulations and permit requirements. Works with federal and state agencies to negotiate permit requirements and resolve compliance issues. Reviews and comments on various reports, proposed regulations and legislation that may affect the NBC.

Develops division projects and goals for sections within the ES&C Division and ensures that goals are achieved or exceeded. Routinely seeks financial grants and recognition awards for the agency and oversees completion and timely submittal of applications.

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Oversees participation in grant funded projects to ensure that NBC commitments are satisfied.

Develops water quality initiatives, reports and monitoring plans and coordinates NBC monitoring activities with other statewide monitoring initiatives, regulatory agencies and other partners, with the goal to ensure agency compliance and understand and document the characteristics of NBC receiving waters, ensuring that regulatory mandates are based on sound science.

Oversees NBC energy initiatives and special projects, including sustainability initiatives, energy efficiency and renewable energy projects. Oversees development of feasibility reports on various projects, present findings to other departments and NBC Board with recommendations for implementation as appropriate. Responsible for addressing renewable energy issues with vendors. Ensures adequate security and maintenance of off-site renewable facilities and ensure that the performance of renewable energy resources are optimized.

Works with universities, stakeholders and regulatory agencies to proactively perform evaluations and studies to address present environmental issues and proactively prepares NBC for future potential regulations. Prepares and oversees the completion of in-depth written reports on areas of importance to NBC and make recommendations therein that will be useful in analysis and evaluation.

Periodically reviews NBC's Strategic Plan and updates the NBC Strategic Plan as necessary. Develops new policies and oversees the issuance of policies and maintenance of the NBC Policy Manual, ensuring that all department policy manuals are current.

Participates in statewide and national stakeholder activities to promote and protect NBCs interest. Routinely makes presentations about the NBC programs and projects to stakeholder groups and at workshops locally and nationally. Serves as a representative of NBC on local, state and national committees and boards focused on environmental compliance and protection.

Works with section managers to prepare annual division budget and routinely reviews status of expenditures of section budgets. Directs and approves major purchases within the division.

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Education and Experience:

BS degree in engineering, marine biology, or a related field (MS preferred) with a thorough knowledge of water quality science, engineering practices, energy and environmental program issues and environmental regulations. Ten or more years of experience in engineering, engineering project management, or water quality science and managing a staff and related services is required. Licensing or certification in engineering or a related field is preferred. Duties of this position require an understanding of the technical and professional disciplines of engineering, environmental science, environmental regulations, laboratory and pretreatment operations, wastewater systems, water quality science, strategic planning, health and safety regulations, policy development and the federal, state and local decision-making process. Must demonstrate the ability to motivate and direct a technical staff and have a thorough knowledge of business and wastewater management practices. Extensive public speaking and project management experience necessary.

Job Knowledge, Skills and Abilities:

A thorough knowledge of water quality issues affecting Narragansett Bay, Federal and State environmental and OSHA regulations, the NPDES regulatory permit process, and experience writing and negotiating regulatory permits. Experience regulating and monitoring the performance of sewage facilities, experience developing sewage plant local limits needed to protect the treatment facilities and receiving waters from toxic pollutants and experience with computer models designed to track pollutants through the sewage system and receiving waters. Thorough knowledge of laboratory operations, renewable energy and energy efficiency systems, industrial pretreatment, pollution prevention assistance and safety training programs required and the skills needed to develop public and user education programs, activities and educational materials is essential. Effective communication skills necessary to interact with similar agencies, local businesses, federal, state, local government agencies, stakeholder groups and assigned staff is essential. Must possess excellent writing skills.

Supervisory Responsibilities:

Works under the general direction of the Executive Director with considerable latitude for the exercise of independent judgment and innovation. Responsible for the daily operation of the Environmental Science and Compliance Division, charged with multiple and varied duties and a wide range of professional, technical and administrative staff. Provides guidance, direction and oversight to management staff to ensure that all

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projects and tasks are completed on time and that disciplinary issues are promptly resolved. Routinely guides and mentors staff to encourage professional development.

Physical Demands:

Required to sit for long periods of time.