

Title: Manager of Environmental Affairs
PG: 76
Status: Non-Civil Service
Position Reports to: General Manager
Department: Lakeland Electric

Class Code: 2048
Date: 10/08

GENERAL DESCRIPTION OF CLASS:

This is advanced responsible professional and management work in the field of environmental affairs for the Electric & Water Utilities Department. Work involves all activities necessary to assure that the department meets the requirements of all applicable local, state, and federal laws, rules and regulations. Work includes preparation or supervision of preparation of necessary permits, reports, and data. Work is performed independently under goals and general directives established by the administration. Work is reviewed for conformance with goals and directives and department's compliance with regulatory requirements, policies, and procedures.

ESSENTIAL FUNCTIONS:

1. Supervises and participates in the preparation of environmental permits required by state, federal, and local regulatory and governmental agencies for existing and proposed departmental facilities and associated pollution abatement systems.
2. Supervises and participates in establishing liaison and communications between the City, regulatory authorities, conservation groups, general public, and with other state utilities systems for matters related to environmental affairs and pollution control.
3. Regularly attends meetings with other utilities environmental personnel and meets with state and federal environmental personnel as necessary to conduct programs.
4. Establishes environmental monitoring and reporting procedures and systems required by state, federal, and local governmental agencies. Continuously reviews and updates procedures and systems for adherence to permit and regulatory requirements.
5. Keeps abreast of state, federal, and local governmental rules and regulations, both existing and proposed, for impact and potential impact on departmental operation. Prepares administrative summaries of existing and proposed rules and written comments to proper regulatory and governmental agencies. Advises administration with regard to environmental matters.
6. Negotiates with regulatory agencies for resolution of environmental issues.

ADDITIONAL RESPONSIBILITIES:

1. Prepares reports and report forms as required; prepares specifications for environmental consultants.
2. Researches various pollution control and monitoring systems necessary to assure compliance with all applicable state, federal, and local rules and regulations.
3. Advises and directs operating divisions, and develops programs as necessary to assure compliance with all applicable state, federal, and local rules and regulations.
4. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of environmental rules and regulations of state, federal, and local regulatory and governmental agencies.
2. Thorough knowledge of the permitting procedures required by permits and pollution control.
3. Thorough knowledge of utility systems and by-products requiring present clear and persuasive reports based thereon.
4. Skill in the environmental engineering field.
5. Ability to gather and compile technical data and to write and control chemical analyses.
6. Ability to perform mathematical computations applied to pollution control and chemical analyses.
7. Ability to coordinate project activities with various administrative, engineering, and operating disciplines.

Title: Manager of Environmental Affairs
PG: 76
Status: Non-Civil Service
Position Reports to: General Manager
Department: Lakeland Electric

Class Code: 2048
Date: 10/08

8. Ability to act independently with minimal supervision.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in engineering or science.
2. Four (4) years of experience in environmental affairs, including administrative and supervisory experience and experience dealing with regulatory agencies.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid home and cellular telephone number.
2. Must possess and maintain a valid state of Florida driver's license.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.