

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: MANAGER OF ENVIRONMENT, HEALTH & SAFETY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to direct District environmental services and occupational health and safety compliance programs. Work involves assuring District-wide compliance with applicable environmental and public health standards and regulatory controls on facility operations and services and occupational health and safety regulations and practices. Classification typically reports to the Chief Administrative Officer.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans and directs environment, health and safety objectives and operations. Analyzes information on effectiveness and efficiency of related programs and procedures, and directs changes.

Researches and analyzes local, state, and federal environmental, public and occupational health and safety regulations and related legislation. Works closely with District attorneys. Develops and coordinates implementation of District-wide regulatory compliance policies, procedures, permits, consent orders, standards and licenses. Assures compliance with all regulatory and administrative reporting and emission or discharge or other permit standards or conditions. Negotiates permits for facilities with regulatory agencies. May testify before regulatory agencies on permit, license or enforcement actions for the District.

Plans and coordinates District long and short term operations within the District to ensure that there are adequate personnel, materials and equipment to complete projects and meet objectives. Oversees District safety training and OSHA, USEPA, CTDEP, CTDPH, safety, environmental and public health compliance audits, as well as required staff professional licensing and certifications. Establish EHS training programs and safety practices.

Analyzes legislation and legislative proposals. Acts as District liaison with legislative groups, regulatory agencies and the general public on matters of environment, health and safety. Coordinates District actions with government agencies, contractors, and interested groups.

Develops budgets and controls department expenditures within fund allocations. Recommends fund transfers.

Counsels employees and supervises training. Administers union contract language and discipline. Appoints job candidates from approved eligibility lists. Approves employee performance evaluations. Assures safe work practices.

Supervises assigned staff; interviews and recommends applicants for selection; assigns work; establishes performance expectations; provides training and employee development; provides guidance and advise regarding difficult issues; enforces safe work practices; evaluates employee performance; counsels employees; administers union contract language, oral and written warning and suspense; and recommends higher level discipline and other personnel actions.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in environmental engineering or occupational safety with Master's level course work in either field; Master's degree preferred; or a related field; supplemented by minimum seven (7) years previous experience that includes knowledge of environmental regulations, health and safety rules and processes, environmental regulations and ability to communicate programs; including three (3) years of supervisory and/or managerial experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors is not likely to present a risk of injury or illness.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.