

NEW CASTLE COUNTY GOVERNMENT

Number 1311

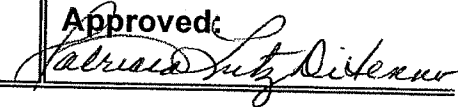
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CLASS SPECIFICATION

Date 04/06/04

Title: ENVIRONMENTAL ADMINISTRATOR

Approved:



GENERAL STATEMENT OF DUTIES: Oversees and manages the environmental and hazardous materials testing and monitoring programs for New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs professional work in the administration and supervision of the waste water testing and monitoring program for New Castle County treatment facilities, the testing and monitoring of industrial discharge, the hazardous materials program, the odor control program, and related programs. Responsibilities include supervising the operation of the environmental laboratory, serving as coordinator of the Right-to-Know Program, meeting with industry representatives and the public to explain programs and procedures, and developing and conducting training courses in related areas. This employee is also responsible for performing and verifying chemical analyses of wastewater and conducting quality assurance testing. This employee works under general supervision and supervises laboratory staff and wastewater treatment plant employees.

EXAMPLES OF WORK: (Illustrative only)

- Regulates and supervises the performance of tests on sewage and water samples taken from wells, streams, rivers, pumping stations, and treatment plants;
- Supervises the activities of the environmental laboratory and laboratory testing personnel;
- Directs research and special studies as required to assist in the improvement of treatment plant operations or in resolving specified operational problems;
- Determines procedures to be followed in special situations which require precision laboratory testing according to prescribed procedures;
- Contacts industries to develop a data base to compute user charges for use of sanitary sewers;
- Meets with representatives of industry to discuss and explain laboratory procedures and standards necessary for administering the sewer service user charges and to resolve problems;
- Conducts inspections of industrial discharge facilities and evaluates data for the federally mandated pre-treatment program;
- Establishes and updates laboratory standards, collection procedures, and testing procedures;
- Conducts qualitative and quantitative analysis of sewage, sludge, compost, air, and water samples;
- Maintains quality control records, conducts statistical analysis, and prepares related reports;
- Develops and conducts training sessions on chemical analysis, sampling procedures and laboratory techniques;
- Coordinates with outside training agencies to develop training sessions and assists in conducting training sessions on hazardous materials;
- Ensures that applicable employees are trained on hazardous materials and related safety requirements on a continual basis;
- Oversees, coordinates, and monitors the hazardous materials (HAZMAT) program and HAZMAT training in accordance with federal regulations;
- Develops HAZMAT training policies and procedures relating to the hazardous materials program and other programs;
- Supervises the odor and corrosion control program including investigation of complaints and subsequent treatment;
- Serves as coordinator of the Right-to-Know program;

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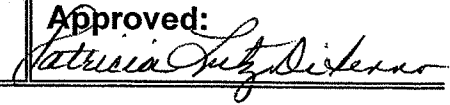
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Date 04/06/04

CLASS SPECIFICATION

Title: ENVIRONMENTAL ADMINISTRATOR

Approved:



- Maintains current knowledge of laboratory testing procedures, hazardous materials, and federal regulations pertaining to same;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that internal and external customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles of chemistry; thorough knowledge of spectrophotometers, gas chromatographs, and chemical apparatus; thorough knowledge of laboratory practices, techniques, equipment, and terminology; good knowledge of the theory and operation of waste water treatment plants; some knowledge of hazardous materials; ability to supervise technical employees; ability to establish and maintain effective working relationships with private industry personnel, the public, outside agencies, and other employees; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain records and to prepare reports; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years professional experience in chemical laboratory analysis, preferably in waste water chemistry, and possession of a Bachelor's Degree from an accredited college or university with major course work in chemistry; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS

Established: 01/16/96

Revised: 03/01/00

Revised: 04/06/04