



---

<b>JOB TITLE:</b>	<b>Director of Environmental Management</b>	<b>GRADE</b>	<b>19</b>
<b>DEPARTMENT:</b>	<b>Water Quality and Solid Waste</b>	<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>County Administrator</b>		

---

### **GENERAL RESPONSIBILITIES**

Responsible for the safe, economical and efficient operations and management of the Departments of Water Quality and Solid Waste in compliance with all State and Federal environmental regulations. Responsible for the County's implementation and management of the MD State MS4 NPDES permit. Responsible for fiscal management and overall budgeting, problem solving and public relations for the Division. Responsible for all administrative and operational aspects of both agencies' facilities together with facilities owned by private owners/municipalities and operated by the County. Responsible for local Nutrient Management and Tributary Strategies necessary for long-term environmental compliance in the County.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Plan, supervise, and implement Division operations and policies.
2. Direct the work of the Deputy Director of Water Quality, Deputy Director of Environmental Programs, Deputy Director of Solid Waste, Deputy Director of Engineering Services, Stormwater Management NPDES MS4 Manager, , and other support staff.
3. Prepare information singularly and/or in conjunction with others necessary to facilitate compliance with various laws, regulations, and planning requirements/initiatives.
4. Support the Planning Department for regulatory compliance with environmental initiatives.
5. Facilitate creation of teams necessary for effective implementation of environmental initiatives.
6. Coordinate environmental initiatives with established groups/organizations.
7. Assure that all required information for decision making by the Advisory Committees, local Tributary Strategy Implementation Team, the Board of County Commissioners, and the County Administrator are addressed in a prompt and efficient manner.
8. Prepare agendas for the Advisory Committees/Team meetings.
9. Approve annual Operating and Capital Improvement Program budgets for the Division and oversee expenditures.
10. Evaluate/implement operational initiatives such as recycling programs, alternative use programs for by-products, new technology for increased efficiency of operations, etc.
11. Review and interpret policies and regulations.
12. Remain informed of applicable regulatory issues and interact with regulatory agencies as appropriate.
13. Ensure timely response to complaints and follow-up with respective Departments.
14. Focus on problem solving (various technical, administrative, and operational).
15. Meet and coordinate projects/initiatives with developers, contractors, and various County Departments/public organizations and teams.
16. Review and respond to general correspondence and prepare various reports and presentations.
17. Review and comment on engineering designs applicable to Division projects.
18. Review qualifications/experience, technical and price proposals for Division projects.
19. Meet with/make presentations to elected officials and community leaders regarding various issues.



20. Provide professional oversight of the Division.
21. Attend professional meetings, continuing education, etc.
22. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Considerable knowledge of the theory and practices of environmental management and public works administration.
2. A working knowledge of wastewater treatment and waterworks facilities.
3. Considerable knowledge of environmental regulations/strategies including nutrient trading/management, long-term allocation of nutrient loading, and tributary strategy initiatives.
4. Excellent working knowledge of the principles and practices of public administration, including budgeting and fiscal management.
5. Ability to effectively coordinate the activities of administrators and support staff members.
6. Excellent communications skills.
7. Ability to plan, maintain and manage efficient water/wastewater operations as well as solid waste and recycling operations to meet or exceed all local, state and federal programs.
8. Ability to develop and maintain excellent working relationships with government officials, co-workers, contractors, media representatives and the general public.

**EDUCATION AND EXPERIENCE:**

1. Bachelor's Degree in Civil/Environmental Engineering or related field is required. Master's degree in business administration or public administration preferred but not required.
2. Fifteen (15) years' experience in management of major public utilities with progressively increasing responsibilities in a public water and wastewater agency/solid waste and recycling facility required.
3. A comparable amount of directly related experience may be substituted for the minimum educational requirement.

**PHYSICAL REQUIREMENTS:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling in observing field activity in all areas.

**SPECIAL REQUIREMENTS:**

Working knowledge and formal training in waterworks and waste systems is preferred.

Possession of a valid driver's license.

Possession of a Professional Engineer License is required (from the state of Maryland is preferred but not required).

Applicant must be legally authorized to work in the United States and Willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

7/202018, 8/29/2018, 10/14/2020, 12/19/2025



Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
  - **Vested in just five (5) years.**
  - **Credit for Prior Active Military Service and Unused Paid Sick Days.**