

CLASSIFICATION: COORDINATOR, ENVIRONMENTAL IMPACT EVALUATIONS

Class Code: 2209-29

Date Established: 05-01-80

Occupational Code: 7-6-2

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BASIC PURPOSE: To manage program activities and staff in the coordination of environmental impact studies used in the planning, development, and evaluation of transportation projects, and to provide professional and technical support for projects agency-wide.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises environmental program administrative and technical staff, with responsibility for program and employee evaluation.
- Coordinates efforts of environmental, engineering and other groups performing studies to gain information relative to the overall impact of proposed highway construction projects.
- Attends public hearings, meetings of town officials, and public informational meetings to present environmental information.
- Prepares supplemental technical studies on noise or air as requested by agency.
- Drafts reports for comments and revises own reports, as well as reports of other environmental, archaeological, engineering, and economic experts to compile a final environmental impact statement which is submitted to the Federal Highway Administration.
- Makes new or changed policy recommendations to superiors regarding the preservation of environmental factors within the highway corridor.
- Coordinates review with federal, state and local agencies and other organizations from various environmental and engineering disciplines to obtain environmental information and recommendations on proposed transportation projects.
- Reviews current state and federal legislation and makes a determination regarding how new legislation will affect agency goals and objectives.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organizational goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees or approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating systemwide policies and procedures.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

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Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in one of the environmental, physical, or biological sciences. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Seven years' experience in the field of transportation-related environmental impact assessment, to include three years of supervisory experience. Supervisory experience may include supervision of projects and/or program staff.

License/Certification: Valid driver's license required.

RECOMMENDED WORK TRAITS: Knowledge of the principles and practices relating to environmental science. Knowledge of local, state and federal laws, regulations and procedures in the environmental field. Knowledge of the application of the chemical, biological and physical sciences as they relate to environmental protection. Knowledge of current practices and techniques of sampling and analysis. Skill in contract negotiation, mediation, facilitation, and conflict resolution. Ability to plan, develop and direct programs and surveys. Ability to plan and supervise the work of professional, technical, semi-technical and clerical personnel. Ability to apply sound judgment and discretion in applying and interpreting technical and environmental policies and procedures as well as local, state and federal laws, regulations and procedures. Ability to develop policies and strategies. Ability to evaluate program effectiveness. Ability to express ideas clearly and concisely in oral, written and graphic form. Ability to interpret data. Ability to establish and maintain effective working relationships with associates, government, professional and non-professional groups and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.