

CLASSIFICATION: ENVIRONMENTAL ENGINEERING ADMINISTRATOR

Class Code: 4093-35

Date Established: 09-13-96

Occupational Code: 7-5-9

Date of Last Revision: 08-03-11

Exempt Status: Exempt

BASIC PURPOSE: To assist agency management in performing administrative and technical engineering activities overseeing agency-wide environmental programs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Reviews and coordinates administrative, budgeting, purchasing, planning, design, construction, environmental and research activities in support of department goals.
- Evaluates, develops and implements operating procedures and policies.
- Advises agency officials on administrative, financial, engineering, technical and procedural matters.
- Administers the process of evaluating, selecting, and negotiating of consultant services to meet the department's needs.
- Presents information on budgets, programs, engineering and financial matters at legislative hearings and public meetings.
- Coordinates department personnel in the study and resolution of major environmental engineering problems.
- Administers state and federal funding authorizations, including analyzing and evaluating programs with respect to availability of time, funding and material/human resources.
- Develops and implements technical and administrative procedures and liaison activities with consultants and agency engineers.
- Reviews audit reports and recommends action to be taken to correct identified deficiencies.

DISTINGUISHING FACTORS:

Skill: Requires skill in evaluating, planning, or integrating analysis of data to formulate current and long-range solutions, strategies, or policies of a specialized or technical nature.

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

Impact: Requires overall administrative responsibility for achieving agency objectives by directing all aspects of operations management. Errors at this level result in disruption of systemwide programs and services as well as long-term adverse impact on agency image and the future success of organizational operations.

Supervision: Requires agency-wide administrative supervision, including the responsibility for developing and evaluating internal personnel policies. This level also involves the administrative management of a program which affects more than one agency, including overseeing the interaction of agency employees or policies to accomplish organizational objectives and goals.

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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.

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 formulating the combination of overall job functions in order to address highly diverse or novel situations requiring new concepts and imaginative approaches to a wide range of intellectual and practical problems.

Independent Action: Requires administrative decision-making in authorizing and monitoring the implementation of major departmental policies and procedures.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in engineering or engineering management.

Experience: Ten years' professional experience in a high level administrative engineering position associated with the area in which the vacancy exists, such as environmental project development, engineering project management and operation of waste treatment, storage or disposal facilities. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

License/Certification: Must be a Licensed Professional Engineer in the State of New Hampshire.

RECOMMENDED WORK TRAITS: Knowledge of the principles and practices involved in operating environmental programs. Knowledge of the technical requirements for planning, investigation, design, construction and operation of facilities to address environmental problems. Knowledge of the agency's administrative and technical policies and practices. Knowledge of the procedures and practices in environmental engineering. Ability to set up staffing patterns. Ability to promote, establish and maintain effective working relationships with subordinates, division heads, the public and other interested parties. Ability to establish long-range policies and programs. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the 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.