



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ENVIRONMENTAL SERVICES MANAGER	40	B	10.565

Within the Nevada Department of Transportation (NDOT) Division of Environmental Services, and under general direction of the Chief of Environmental Services, the Environmental Services Manager will assist in the administration of division activities on a statewide basis; act on behalf of the Division Chief as assigned; and will manage, direct, plan and coordinate environmental activities within the Biological Resources and Social Sciences sections.

Manage activities related the National Environmental Policy Act (NEPA); manage, oversee and coordinate complex environmental processes for major projects requiring Environmental Impact Statements (EIS) and Environmental Assessments (EA); ensure all NEPA documents are legally sufficient and compliant with all applicable federal, state and local environmental laws, regulations and policies; provide expert technical advice regarding all aspects of NEPA; provide compliance guidance related to all project aspects that require environmental permitting and approvals.

Determine the need for environmental consultant services; negotiate service agreements with consultants as required; monitor work performed and designs produced to ensure compliance with agreements and all applicable environmental laws, regulations and policies.

Develop, coordinate and negotiate federal and State interagency agreements; coordinate with, and act as liaison between, other State agencies, federal and local jurisdictions, regulatory agencies, vendors, contractors, and other stakeholders to coordinate activities, provide and obtain information, resolve problems and conflicts, negotiate solutions to major or controversial environmental project or program issues and represent the interests of the division.

Represent the division and participate in various public hearings, meetings, conferences and committees; provide information and answer questions concerning State rules and regulations and division policies, procedures, programs and projects; represent the division at staff and management meetings and before the Transportation Board; provide expert testimony; participate in various committees and panels for the purpose of formulating policy, evaluating products and processes, planning, and sharing information.

Participate in the development and establishment of environmental policies and procedures to ensure consistency in project design and permitting; coordinate project development to ensure compliance with all applicable federal, State and local environmental laws; provide technical assistance to project personnel.

Participate in the analysis, review, development and recommendation of divisional policies, procedures and work flow to ensure continued effectiveness and efficiency; develop goals and objectives; implement best practices; establish priorities; communicate strategies to staff.

Supervise subordinate supervisors and/or professional staff as assigned to include performance evaluations, work performance standards, work schedules, work assignment and review, training and development, counseling, guidance, motivation and disciplinary action as required.

Perform functions of the Environmental Services Division Chief as assigned and serve as acting Chief of Environmental Services in their absence; participate in budget development as required; manage financial resources to ensure efficient operations and compliance with budgetary limitations.

Compile statistics and prepare reports regarding activities of the work unit as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in environmental studies, natural sciences, anthropology, biology, civil engineering, community planning, transportation planning, resource economics or closely related field and five years of professional experience in evaluating project impacts for compliance with NEPA or a comprehensive Statewide environmental compliance program which evaluated and/or regulated the impact of government or private industry projects on the environment. This experience must include environmental planning and environmental policy analysis and interpretation; OR one year experience as an Environmental Scientist IV in Nevada State service performing duties as described above; OR an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: NEPA laws, regulations, policies and compliance requirements; applied environmental mitigation techniques in the natural and social science disciplines. Working knowledge of: laws, regulations, policies and compliance requirements applicable to the Clean Air Act, Clean Water Act, Endangered Species Act and the National Historic Preservation Act. General knowledge of: engineering principles applicable to roadway and bridge projects and associated environmental concerns. Ability to: supervise assigned staff to include employee evaluation, work assignment and review, training and discipline; compose clear, concise business correspondence, technical reports, legal documents, and public information materials; communicate effectively with persons from various social, ethnic, cultural, economic and educational backgrounds including specialists in a variety of areas, persons at all levels of the organization, regulatory agency staff, the media, and the public to present information, explain procedures and persuade others; facilitate orderly exchange of information between parties with conflicting views; identify core issues and the range of alternatives for addressing problems; negotiate and develop solutions that consider the needs of all concerned parties; make public presentations; read and interpret technical, legal and scientific documents such as construction plans, specifications, regulations, contracts, and research reports; perform standard mathematical operations for use in budget development and monitoring, contractual agreements, and evaluating survey findings and field or laboratory tests; analyze, identify and implement efficient and effective work methods; analyze information, technical data, problems, situations, practices and procedures to define and resolve problems and issues and make appropriate decisions; establish and respond flexibly to multiple shifting priorities; interpret and enforce department and division policies and rules.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: state and federal laws, rules and regulations pertaining to biological, social, and cultural resource analysis; the environmental mitigation and compliance process; the function and purpose of applicable regulatory agencies; state and federal requirements affecting the public hearing process; department and division rules, regulations, policies, procedures, goals and objectives; management principles and practices; estimating project costs. Working knowledge of: federal, state, and local environmental laws and regulations relating to the Environmental Services Division's functions; supervisory principles and practices. General knowledge of: project scheduling techniques and internal department scheduling procedures; budget development and monitoring techniques; personal computers and associated software; state purchasing regulations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.565

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REVISED: 09/14/94R
06/09/95UC
REVISED: 07/01/97P
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