

**DESCRIPTION:** Under limited supervision, plans, organizes, and administers Nebraska Department of Roads (NDOR) state-wide and federally funded Local Public Agency environmental program activities such as preparation of environmental documentation, historic and paleontological investigations, wetlands review and mitigation, endangered and threatened species, storm water management, roadside stabilization, and/or environmental design and environmental management systems; supervises assigned professional and technical level staff; confers with representatives of the Federal Highway Administration (FHWA) and various resource/regulatory agencies such as the U.S. Army Corp of Engineers, Nebraska Department of Environmental Quality (NDEQ), U.S. Environmental Protection Agency (EPA), Nebraska State Historical Society, U.S. Fish and Wildlife Service, and others; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a full performance supervisory/managerial classification level within the Highway Environmental job family of related classes. Positions at this level supervise professional level scientific positions, manage work unit administrative activities, direct and coordinate unit projects, and develop and implement unit policies, processes, and directives. Positions may be responsible for various environmental program functions such as field studies or impact assessments, regulatory/technical compliance reviews, interagency/jurisdiction liaisons, and agency and contractor technical assistance coordination activities.

Factors used to classify positions to this class are the kind of work assigned, the scope and level of responsibility delegated, and the complexity of operational planning, decision-making, and problem solving. These positions do not exercise program and administrative authority and responsibility over the agency's entire environmental program. Non-supervisory/managerial professional level positions are classified to other environment related or similar classes such as Highway Environmental Biologist, Highway Environmental Program Specialist, or Environmental Analyst.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Directs work unit activities to ensure external coordination with other agency units, state and other government agencies and interested parties; recommends unit budget and other resource needs.

Assigns and supervises work activities and schedules of assigned employees to accomplish work objectives, priorities, and assignments and to balance workloads and leave schedules; confers with employees about work plans, priorities, deadlines, and problems to resolve operational issues and delays.

Trains, guides, and counsels assigned employees to develop their performance capacities and to ensure consistent implementation of policies, procedures, and standards; develops and directs training programs.

Develops and applies employee selection and performance management criteria and procedures to evaluate applicant capabilities and employee performance, to recommend personnel actions, and to record/document assessments made; may make final selection of new employees.

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Interprets and applies governmental regulations pertinent to agency construction and maintenance projects, environmental assessments, and other program needs; directs the development and implementation of unit policies, procedures, and criteria to comply with these regulations.

Reviews agency project designs for their potential impact and compliance with regulatory requirements; reviews and approves documents and plans to mitigate identified impacts on wetland sites, endangered and threatened species, or storm water stabilization conditions; inspects work sites as needed to ensure compliance with plans, specifications, and requirements.

Confers with pertinent resource/regulatory agencies to review design plans and assess the impact of various revisions to local environmental conditions caused by agency projects; confers with county and other local government officials to assist them in the environmental assessment and permitting processes; confers with FHWA officials to discuss program related documents, assessments, and permit requests.

Reviews requests and negotiates/obtains permits from resource/regulatory agencies pertinent to the impact of agency projects and activities on local environmental conditions including Section 404 Permits from the Army Corp of Engineers, Section 401 Water Quality Certification and Storm Water run-off permits from NDEQ, and/or Flood Plan Permits from local governing agencies or FEMA.

Serves as agency representative and expert witness at administrative meetings and at court proceedings to explain agency efforts to mitigate the impact of agency projects and resolve issues about these efforts. Mediates between NDOR, resource/regulatory agencies, contractors, and the public during projects; negotiates with owners, resource/regulatory agencies, and/or engineers to identify differences and achieve consensus between environmental program requirements and project needs and to develop agreements.

Prepares correspondence, and administrative and financial records and reports to provide information and explanations to various customers, and to document activities managed; oversees development and maintenance of operational manuals and reference/resource material pertinent to the program managed.

Attends meetings of transportation and environmental associations and organizations to share/present program information and proposals and/or agency perspective on environmental program initiatives, activities, and issues.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: the National Environmental Policy Act (NEPA); principles and concepts pertinent to the environmental and scientific activities and needs pertinent to the program managed; techniques for identifying current and required environmental conditions; the purposes and requirements of the State and federal laws and regulations governing the program managed; the terminology, documents, and general practices used in construction and maintenance projects and plans; attitudes of contractors, property owners, and the public toward environmental issues; state and federal statutes and laws and environment rules and regulations; types and requirements of environmental permits governing agency projects; NDOR construction and maintenance projects and operations from initial concept to final completion; roadway, structural, and drainage design processes; NDOR Standards and Specifications.

Skill in: writing detailed and persuasive proposals and letters; resolving problems and reaching consensus between various resource/regulatory agencies and groups having diverge viewpoints.

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Ability to: communicate technical, non-technical, and legal information to the public and prepare correspondence, detailed administrative and technical program reports, and presentations; interact, consult with, and counsel others; apply judgment and problem solving techniques to resolve program needs and problems within established directives; present information to and answer questions of representatives and groups with diverse interests in a confrontational environment; communicate; supervise, evaluate, and counsel professional level and other technical support staff.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's or higher college degree in environmental science/management, biological/physical/natural sciences, environmental engineering, or similar discipline, and experience in project, assessment, or compliance control experience in natural resource management, environmental management, or engineering/construction work.

OR

Bachelor's or higher college degree in administration, management, engineering, project management, program evaluation, and experience in conducting, planning, and/or monitoring environmental related projects, program, or studies.

**SPECIAL NOTES:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).