

DESCRIPTION: Under general direction, manages the Military Environmental division ensuring conformance to federal, state and local laws and regulations. Serves as the primary point of contact with regulatory agencies regarding environmental matters. Coordinates Army National Guard (ARNG) level facility environmental plans, programs, services and interactions of the division with other agency divisions and local, state and federal agencies and partnering with other organizations as needed. Performs related work as assigned.

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

This is a one-of-a-kind position found only in the Military Department and is not part of any class series.

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.)

Serves as the focal point and technical expert to the Adjutant General; and provides advisory services to all units within the state regarding NEPA, Air Quality, Solid and Hazardous Waste Management, Pollution Prevention and control, PCB management, Underground Storage Tank Management, Environmental Performance Assessment (EPAS) Program, Cultural and Natural Resource Management, Threatened and Endangered Species, CERCLA, and Historic and Archeology Management.

Develops impact statements, sometimes of a highly sensitive nature.

Responds to difficult environmental questions from the Governor's Office, Senators, Legislature and Federal sources.

Serves as the liaison with Federal representatives regarding complex federal programs (Integrated Natural Resource Management and Integrated Cultural Resource Management); coordinator efforts and programs, most of which have a statewide impact.

Ensures compliance with federal laws and offers detailed interpretation of federal mandates in regulatory situations (i.e., endanger species act); ensures mandate compliance within the agency.

Helps develop annual reports and cost analysis to determine project effectiveness, prepare/draft budget modifications and recommendations that will direct function of the division/agency.

Coordinates the programs, services and interactions of the division with other agency divisions and local, state and federal agencies, and partnering organizations as needed (i.e., special conference planning and coordination, spending authority, credit card and on-line licensing program responsibility, etc.).

Helps develop budget for specific section; may include providing narrative explanation and frequent modifications while adhering to established state limitations. To ensure that valid cultural and natural resources program requirements are properly identified, justified and considered in program work plans. Makes recommendations for program funds distribution and obligation.

Keeps division and agency management apprised of personnel and operation matters within the division.

Assigns, directs and reviews the work of division personnel. Prepares requests for filling vacancies and selects or participates in the selection of personnel. Approves/disapproves leave requests.

G45560 – MILITARY ENVIRONMENTAL DIVISION ADMINISTRATOR (continued)

Serves as the ARNG point of contact and spokesperson with federal, state and local regulators. Coordinates ARNG level facility environmental plans, programs and projects. Serves as the primary contact with regulatory agencies regarding environmental matters; with civilian authorities for installation project developments that have impact on surrounding communities directed by NEPA.

Directs the performance of surveys, inspections and evaluation of activities to identify and initiate corrective action for deficiencies. Initiate corrective actions on all Notice of Violations, Compliance Orders, Notice of Non-compliance and other related environmental violations.

Responsible for implementing, administering and maintaining records of the hazardous waste management training program for State ARNG personnel. Program responsibilities include proper management; oversight of the hazardous waste management program; development of a working Hazardous Management Plan; and directing a program for inspecting and maintaining all hazardous waste accumulation areas at ARNG facilities.

Manages the environmental permit program which includes; air, waste water discharge, pretreatment discharge, drinking water, and hazardous waste storage, disposal or transportation.

Directs the review of all environmentally related actions on work requests, real property actions and proposed changes for environmental impact. Directs the review of designs and projects for environmental compliance; correction of environmental deficiencies.

Notifies federal, state and local agencies on matters dealing with legally binding reporting requirements.

Establishes procedures for ARNG under development/interagency for coordination of land, facilities, environmental plans and disagreements. Refers technical disputes, which cannot be resolved by ARNG headquarters, state, regulatory agency and/or regional Environmental Protection Agency (EPA) office to NGB Headquarters.

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

Knowledge of: environmental science, laws and regulations; natural resources laws/regulations; floodplains and floodway management; forestry; wildfire management; pest management; National Historic Preservation Act; endangered, threatened and invasive species; fisheries and wildlife habitat; hazardous waste management; wetland management; flora and fauna; project management; program/project execution; contracting processes; budgeting process; techniques of supervision/personnel management; agency rules/regulations; reporting requirements; tools and equipment used in environmental management.

Ability to: communicate effectively; present information to individuals or groups; manage projects and people; develop policies and standards; evaluate/analyze data and form impact statements; identify and resolve problems; negotiate agreements/contracts; develop budgets, project specifications and memorandums of understanding; conduct environmental assessments/evaluations; develop alternative courses of action; perform cost analysis; coordinate activities to ensure completion of projects by established deadlines; communicate with and advise high level officials on environmental matters.

Skill in: environmental analysis; communicating effectively; report preparation and project management.

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

Bachelor's degree in natural resources or environmental sciences plus five years experience in natural resource planning, law and program/project execution, fisheries and wildlife habitat; one year military experience (as a member or civilian duty position); and at least one year of budgeting, project management, contracting and supervisory experience.

SPECIAL NOTES:

Valid driver's license or ability to provide authorized independent transportation.

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