

**DESCRIPTION:** Under administrative direction, the single position in this class plans, organizes, and manages the work unit activities and operations of the Environmental section of the Nebraska Department of Roads (NDOR) involving environmental assessment, documentation, and permitting in areas such as wetlands mitigation, endangered and threatened species, storm water management and roadside stabilization, and environmental design and management; directs and supervises the work of assigned employees, consultants, and liaison workers employed by external programs and government agencies such as the Highway Archeology/Paleontology programs and various federal resource/regulatory agencies; oversees and approves the development of program goals, plans, processes, and criteria relative to section programs and functions; 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 managerial/administrative classification level within the Highway Environmental job family of related classes. The single position in this class directs managers, supervisors, professional level scientific, technical, and other support positions, and coordinates various work units and section projects with other agency sections and divisions, and external State and federal resource/regulatory agencies. This position will develop and implement section policies, processes, and directives, which impact NDOR's statewide environmental program functions, interagency and inter-jurisdiction program operations, and agency and contractor technical oversight and coordination activities.

Classification of the position to this class is based on the kind of work assigned, the scope and level of responsibility delegated, and the complexity of operational planning, decision-making, and problem solving. The position exercises operational program and administrative authority and responsibility over the agency's environmental program and project activities. Positions with supervisory responsibility for individual work units within this section are classified to the Highway Environmental Program Manager class. 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. A professional engineer license is not required by this work.

**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.)

Plans and manages activities of assigned agency work units and employees with external agencies and workers to ensure internal and external coordination with state and other government agencies and interested entities to resolve administrative or programmatic issues and operational delays.

Confers with assigned employees and consultants to obtain information needed for budgets and work plans, schedules, priorities, and deadlines; recommends budget and other resource needs of the section.

Assigns and supervises work activities and monitors schedules of assigned managers and other employees and consultants to ensure attainment of work goals and priorities and completion of assignments and to balance workloads and leave schedules.

Trains, guides, and confers with assigned managers and other employees to develop their performance capacities and to ensure consistent application of policies, procedures, and standards.

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Applies employee selection and performance management criteria and procedures to evaluate applicant capabilities and assigned managerial and other employees performance and to recommend personnel actions and to record/document assessments made.

Confers with NDOR divisional managers, district engineers, and employees to provide expert environmental evaluations about the impacts of agency projects and to participate in the development of work scopes and executing of work activities for projects from conception to letting for construction and associated environmental compliance; confers with representatives of environmental resource/regulatory agencies and the Federal Highway Administration (FHWA) to identify and resolve environmental issues and concerns associated with agency project and maintenance activities; conducts periodic interagency meetings concerning transportation projects and environmental activities.

Reviews, provides comments, and approves all NDOR and local public agency environmental documents for projects seeking federal aid funds from the FHWA.

Directs the development, implementation, and updating of NDOR's state-wide environmental procedures manual and environmental management system to ensure attainment of agency goals and compliance with all environmental laws, statutes, rules, and regulations.

Oversees the planning and organizing of and conducts environmental training classes for agency employees and external partners participating in the planning, design, and execution of NDOR and other federally funded projects.

Prepares correspondence, and administrative, statistical, and financial records and reports to provide information and explanations to senior agency managers and to document activities of the section managed.

Oversees archeology and paleontology programs in conjunction with University of Nebraska and Nebraska State Historical Society employees; oversees the qualification of environmental consultants and review of their proposals and estimates.

Provides liaison between NDOR and federal resource/regulatory agencies; negotiates resolutions to differences between agency project employees and resource/regulatory agencies and interest groups.

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

Knowledge of: engineering principles applicable to construction projects and associated environmental concerns; environmental assessment, mitigation, and compliance processes and the functions of resource/regulatory agencies; federal and state environmental laws, statutes, and regulations pertinent to the programs managed; internal agency project scheduling processes and procedures; State personnel rules and policies and labor contracts; environmental science principles and methods; plan, develop and coordinate projects and surveys; plan and coordinate the work of assigned employees; interpret environmental laws, regulations, standards, and policies; applied environmental assessment and mitigation techniques.

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Ability to: communicate to express technical ideas, proposals and requirements; interact with co-workers, governmental officials, resource/regulatory agency employees, professional group representatives, the media, and the public; identify non-compliance activities/problems, determine feasible cost effective solutions, and make appropriate decisions; supervise, evaluate, and motivate assigned employees; compose administrative correspondence, legal documents, and public information; analyze work processes and implement effective processes and methods; establish and respond to multiple, shifting priorities; prepare and administer an environmental mitigation and monitoring program budget; identify core issues and negotiate with contentious parties to solve disputes.

**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 degree in: engineering, environment science, biology, botany, landscape architecture, earth science, geography, or related physical/natural science discipline, and experience conducting environmental, geological, hydraulic, and/or wildlife, fish, or plant identification assessments or studies.

**SPECIAL NOTE:**

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).