

# NEW CASTLE COUNTY GOVERNMENT

Number 1311

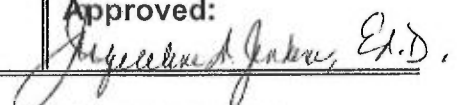
Page 1 of 2

## CLASS SPECIFICATION

Date 11/26/2019

Title: ENVIRONMENTAL ADMINISTRATOR

Approved:



GENERAL STATEMENT OF DUTIES: Oversees and manages various environmental monitoring and compliance programs for New Castle County's Department of Public Works; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs professional work in the administration and supervision of the industrial wastewater pretreatment program, wastewater testing and monitoring program for New Castle County treatment facilities, the testing and monitoring of industrial discharges, the hazardous materials program and related programs. Responsibilities include serving as the industrial pretreatment coordinator, meeting with industry representatives, other municipalities and the public to explain programs and procedures and developing and conducting training courses in related areas. This employee is also responsible for verifying chemical analyses of wastewater and quality assurance testing. This employee works under general supervision and may supervise subordinate employees.

EXAMPLES OF WORK: (Illustrative only)

- Oversees the implementation of New Castle County's Industrial Wastewater Ordinance and National Pretreatment Regulations including issuing wastewater discharge permits, performing compliance inspections, sampling, and issuing enforcement actions as needed;
- Develop Multijurisdictional Agreements with municipalities in accordance with EPA guidelines;
- Investigates special problems regarding the conveyance and treatment of wastewaters;
- Evaluates and monitors wastewater flows and treatment capacities;
- Makes periodic and special reports as required;
- Provides recommendations for the performance of tests on sewage and water samples taken from wells, streams, rivers, pumping stations, and treatment plants;
- May supervise the activities of the environmental laboratory and laboratory testing personnel;
- Directs research and special studies as required to assist in the improvement of treatment plant operations or in resolving specified operational problems;
- Determines procedures to be followed in special situations which require precision laboratory testing according to prescribed procedures;
- Contacts industries to develop a data base to compute user charges for use of sanitary sewers;
- Meets with representatives of industry to discuss and explain laboratory procedures and standards necessary for administering the sewer service user charges and to resolve problems;
- Conducts inspections of industrial discharge facilities and evaluates data for the federally mandated pre-treatment program;
- Establishes and updates laboratory standards, collection procedures, and testing procedures;
- Develops in-house training sessions and assists in conducting training sessions on hazardous materials, spill pollution control and countermeasure plans, industrial stormwater, aboveground and underground storage tanks, safety, and other environmental programs as required;
- Maintains current knowledge of laboratory testing procedures, hazardous materials, and federal regulations pertaining to same;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that internal and external customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

# NEW CASTLE COUNTY GOVERNMENT

Number 1311

Page 2 of 2

Date 11/26/2019

## CLASS SPECIFICATION

**Title:** ENVIRONMENTAL ADMINISTRATOR

**Approved:**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the National Industrial Pretreatment Program. Knowledge of laboratory practices, techniques, equipment, and terminology; good knowledge of the theory and operation of waste water treatment plants; some knowledge of hazardous materials; ability to supervise technical employees; ability to establish and maintain effective working relationships with private industry personnel, the public, outside agencies, and other employees; ability to communicate courteously and effectively, both verbally and in writing; ability to maintain records and to prepare reports.

**MINIMUM QUALIFICATIONS:** At least three years professional experience in the environmental field, preferably in surface water and/or wastewater, and possession of a bachelor's degree from an accredited college or university with major course work in engineering, environmental science, chemistry; or any equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Must pass a Class III County physical examination and background check.

### HISTORY OF REVISIONS:

Established: 01/16/96  
Revised: 03/01/00  
Revised: 04/06/04  
Revised: Draft