

**CLASS TITLE: ADMINISTRATOR, ENVIRONMENTAL RESPONSE (DEM)**

**Class Code: 02517400**

**Pay Grade: 40A**

**EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Environmental Management, to be responsible for the planning, direction and administration of the agency's response to oil and hazardous material releases including biological, radioactive, and toxic substances released accidentally or deliberately and other environmental or natural disasters; to administer the Oil Spill Prevention, Administration and Response Fund; to provide the technical support and coordination for the assessment, and response to, damages to natural resources resulting from releases of oil and/or hazardous materials; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the day-to-day direction of the Deputy Director of Environmental Protection, Department of Environmental Management and/or their designee with considerable latitude for the exercise of independent judgment; work is subject to review through consultation and submitted reports for conformance to laws, rules and regulations and departmental policies and objectives.

**SUPERVISION EXERCISED:** Plans, organizes, directs, coordinates and evaluates the work of all staff within the Office of Emergency Response.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Environmental Management, to be responsible for the planning, direction and administration of the agency's response to oil and hazardous material releases including biological, radioactive, and toxic substances released accidentally or deliberately, and other environmental or natural disasters.

To administer the Oil Spill Prevention, Administration and Response (OSPAR) Fund.

To provide technical support and coordination for the assessment and response to damages to natural resources resulting from releases of oil and/or hazardous materials.

To develop and maintain an Incident Response Management Plan, and to provide guidance on the response to oil and hazardous materials incidents as well as other emergencies, including the potential involvement and preparedness of other applicable programs throughout DEM.

To act as the State's on-scene coordinator at environmental disasters in the Director's absence or at the Director's direction, directing the department's and the state's resources as part of a unified incident command and to work with and inform the Governor and/or their staff.

To develop and maintain a Natural Resource Damage Assessment Plan that encompasses policy and protocol for response to oil and hazardous materials incidents as well as other emergencies, including the potential involvement and preparedness of other programs both internal and external to DEM.

To prepare and administer an annual budget for the office including the application for and management of federal and other grants and accounts.

To confer with federal officials, state agencies, contractors, stakeholders, and/or neighboring state officials to implement and coordinate programs.

To provide overall management of the Office of Emergency Response including but not limited to the supervision and day-to-day direction of staff involved in the response to oil and hazardous materials incidents, the training and development of employees, management of purchases, contracts, and agreements, and coordination and communication with senior DEM leadership.

To evaluate business processes within the office and undertake actions to improve the efficiency and effectiveness of operations, including development of innovative approaches to address emerging issues.

To communicate the activities and performance of the emergency response and preparedness programs, including the development, tracking and reporting of performance metrics.

To provide technical support and coordination and to serve as the State's representative for Natural Resource Damage Assessment and Restoration Plans as trustee.

To oversee the execution of Natural Resource Damage Restoration plans within DEM and court-ordered restorations of certain contaminated sites as assigned.

To serve as DEM's representative to federal and state response committees, teams or task forces, such as the federal Regional Response Team, the Coast Guard Area Committees for Providence and Long Island Sound, the State Emergency Response Commission, the Regional Risk Assessment Team for Towing Vessel and Tank Barge Safety and others as assigned.

To be responsible for the development and maintenance of a DEM emergency environmental response plan, incorporating internal management and committee/stakeholder involvement and which includes and addresses known environmental threats in Rhode Island and neighboring states.

To plan and coordinate with Federal, State and local agencies to manage oil and hazardous material spills and to release prevention and response resources.

To supervise and coordinate the training of departmental personnel in response operations and coordinate with the Division of Human Resources to maintain training records to ensure compliance with federal and state requirements.

To coordinate training and planning in oil spill and hazardous material response and preparedness techniques with federal, state and local officials and private sector responders.

To review existing laws, proposed legislation, rules and regulations as they relate to environmental response functions, and to make recommendations thereon including proposed legislation and testimony for legislative hearings.

To coordinate the preparation and submittal of cost recovery claims for oil spills and hazardous material releases to potentially responsible parties, the federal government or others as provided by law.

To assist DEM legal staff, the Governor's legal counsel and the Attorney General in preparing and executing legal actions to recover costs and prosecute violations of the state oil spill and hazardous waste laws.

To compile data, prepare management reports and make recommendations to the Director and Deputy Directors regarding known or potential environmental hazards.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of all aspects of environmental response, natural resource damage assessment and restoration planning and estuarine research; a thorough knowledge of federal and state laws relating to environmental response, natural resource damage assessment and restorations planning and estuarine research; a thorough knowledge of current scientific techniques utilized in environmental response and restoration planning; a thorough knowledge of general and cost accounting procedures including government finance policies and procedures; the ability to develop and maintain effective working relationships with federal, state, local, and other public and private officials; the ability to plan, organize, review and evaluate the work of professional, technical and administrative staff; the ability to prepare and deliver effective oral and/or written reports with recommendations and to speak publicly regarding known or potential environmental hazards; the ability to do related work as necessary with a minimum of oversight and direction; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Possession of a master's degree in Environmental or Sanitary Engineering, Public Health, Environmental Health or a closely related field; and

**Experience:** A minimum of seven (7) years of employment in highly responsible administrative position involving Federal and State programs in environmental engineering, environmental science, or an allied field including at least five (5) years of experience in a responsible administrative and supervisory capacity involving environmental response planning, environmental response operations and natural resource restoration.

**Or,** possession of a bachelor's degree in Environmental or Sanitary Engineering, Public Health, Environmental Health or a closely related field and a minimum of ten (10) years of employment in highly responsible administrative position involving Federal and State programs in environmental engineering, environmental science, or an allied field including at least five (5) years of experience in a responsible administrative and supervisory capacity involving environmental response planning, environmental response operations and natural resource restoration.

**SPECIAL REQUIREMENT:** Must possess and maintain a valid Motor Vehicle Operator's License as a condition of employment.

Class Revised: December 29, 2002

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