

**CLASS TITLE: ASSISTANT DIRECTOR
OF ENVIRONMENTAL PROTECTION (DEM)**

**Class Code: 02518500
Pay Grade: 42A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administration of a statewide environmental regulatory program for the protection of air, water and/or land resources including permitting, application of standards, monitoring and assessment, inspections and compliance monitoring, technical assistance and other environmental resource protection activities; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Deputy Director of Environmental Management (DEM) with considerable latitude for the exercise of independent judgement; work is reviewed for conformance to laws, rules, regulations, and departmental policies and objectives.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates, and evaluates the work of professional, technical, clerical and other employees.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administration of a statewide environmental regulatory program for the protection of air, water and/or land resources including permitting, application of standards, monitoring and assessment, inspections and compliance monitoring, technical assistance and other environmental resource protection activities; and to do related work as required.

To assist the Deputy Director for Environmental Management (DEM) in the operation and management of designated regulatory programs for the protection of air, water and/or land resources, and any other regulatory program(s) assigned by the Director or Deputy Director.

To assist the Deputy Director for Environmental Protection (DEM) in formulating legislation, rules, regulations, policies and procedures to ensure conformance with federal and state laws, rules and regulations.

To attend meetings and conferences involving federal, state and local officials, professionals, involved individuals and the public and, as required, to represent the bureau and/or the department.

To coordinate air, water, and/or land resources program activities with other departmental operations, and to improve the environmental protection programs of the state.

To evaluate business processes and undertake actions to improve the efficiency and effectiveness of air, water, and/or land resources operations, including developing and facilitating solutions to resolve problems, and communicate the same to interested parties.

To communicate and positively impact the progress and performance of the programs including the development, tracking and reporting of performance metrics.

To develop, review and evaluate the department's applications for federal grant funds related to air, water, and/or land resources operations.

To be responsible for developing and implementing agency initiatives for public participation in designated environmental protection program(s).

To supervise permitting actions and other air, water, and/or land resources protection activities for conformance with department policies, state laws, rules and regulations, and court orders.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of Rhode Island General Laws, Rules and Regulations related to the administration and enforcement of the state's environmental protection programs; a thorough knowledge of the principles and practices of environmental engineering, and the ability to apply such knowledge in developing programs that protect air, water, and/or land resources; a thorough knowledge of federal and state laws, rules and regulations related to permitting, applications of quality standards monitoring and assessment, inspection and compliance monitoring, technical assistance and other environmental protection activities; a thorough knowledge of the programs administered and enforced by the department, and the ability to coordinate program activities for the efficient and consistent enforcement of applicable federal and state laws, rules and regulations; a thorough knowledge of current technology related to air, water, and/or land resources protection, enforcement and operations; a working knowledge of the processes and procedures utilized in the procurement of federal grant funding that is commonly appropriated for environmental protection programs; the ability to formulate, sustain and improve policies and procedures; the ability to evaluate the work of professional, technical, clerical staff and other personnel engaged in providing stewardship and enforcement of environmental protection programs; the ability to establish and maintain effective working relationships with staff members of the department, other agencies, community organizations, business enterprises and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor of Science Degree in Sanitary Engineering, Civil Engineering with sanitary option, Chemical Engineering, or an applied science, plus advanced study at the graduate level in sanitary engineering, public health, public or business administration or the field of law; and

Experience: Such as may have been gained through: employment in a position with the responsibility for administering a federal or state regulatory program in sanitary engineering, environmental health, or an allied field of public health in an environmental protection agency.

SPECIAL REQUIREMENT: At the time of appointment and continually thereafter, must possess a certificate of a registered Professional Engineer issued by the Rhode Island State Board of Registration for Professional Engineers. Maintenance of such certificate is a condition of employment.

Class Revised: September 27, 1998

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