

**CLASS TITLE: DEPUTY CHIEF, DIVISION OF PLANNING AND DEVELOPMENT
(DEM)**

**Class Code: 02513800
Pay Grade: 38A
EO Code: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Environmental Management, to be responsible for assisting the Chief, Division of Planning and Development (DEM) in the planning, administration and direction of complex professional work of a statewide program involving capital development, planning, land acquisition and protection, and grant programs for open space and recreation; to supervise the administration of federal and state grant programs for open space preservation, farmland protection, parkland development and acquisition including evaluation of the property, oversight of financial data and other required record keeping; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Chief, Division of Planning and Development (DEM) with considerable latitude for exercise of independent judgment; work is reviewed through consultation and reviews of reports for conformance to laws, policies, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, coordinates, supervises and reviews the work of Division engineering staff. In the absence of the Chief, may supervise other program staff, including GIS and Land Conservation staff, as well as administrative support.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Environmental Management, to be responsible for assisting the Chief, Division of Planning and Development (DEM) in the planning, administration and direction of complex professional work of a statewide program involving capital development, planning, land acquisition and protection, and grant programs for open space and recreation.

To supervise the administration of federal and state grant programs for open space preservation, farmland protection, parkland development and acquisition including evaluation of the property, oversight of financial data and other required record keeping.

To assist the Chief in the development of new programs to meet identified state goals for land protection and recreational development, including the preparation of program regulations and procedures.

To act for the Chief, Division of Planning and Development (DEM) in their absence and/or as directed.

To work closely with representatives of federal, state, and local governments, private conservation organizations and other organizations as necessary, and to coordinate departmental planning and development programs with other federal, state or community programs.

To attend meetings, hearings, and conferences as required.

To assist the Chief and support the Division in planning and directing activities relating to the development and protection of the state's natural resources.

To supervise contract construction at the state's parks, beaches, and other conservation areas involving such construction as dams, sewers, buildings, secondary roads, breakwater, piers, docks, fish ladders, historical restorations and erosion prevention.

To be responsible for the preparation of cost estimates, specifications and plans.

To coordinate and review plans and specifications prepared by subordinates and/or contractors, and to be responsible for enforcing contract plans and specifications for natural resources projects.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of civil engineering and the ability to apply such principles and practices for the development and protection of the state's natural resources; the ability to read and interpret all types of engineering plans and specifications and to correctly approve or reject proposed changes therein; the ability to plan and direct the activities of an engineering staff; the ability to operate within the State's procurement system for a variety of new construction, capital repair and asset protection projects, both planned and unplanned; the ability to establish effective working relationships with associates, superiors, subordinates and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a master's degree from a college of recognized standing in Civil Engineering; and
Experience: A minimum of two (2) years of employment in a responsible position involving the supervision, guidance, and direction of subordinates engaged in professional engineering or planning functions related to natural resource protection and development.

Or, possession of a bachelor's degree from a college of recognized standing in Civil Engineering and a minimum of five (5) years of employment in a responsible position involving the supervision, guidance, and direction of subordinates engaged in professional engineering or planning functions related to natural resource protection and development.

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 and Land Surveyors as a condition of employment.

Editorial Review: March 15, 2003

Class Revised: September 3, 2017

Class Revised: August 18, 2019