

## **CLASS TITLE: ENVIRONMENTAL RESPONSE COORDINATOR**

**(DEM)**

**Class Code: 02517400**

**Pay Grade: 38A**

**EO Code: A**

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the planning, direction and administration of the agency's response to oil and hazardous material releases 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 Director and/or his designee with considerable latitude for the exercise of independent judgment; works under the direction of the Director as the State On-scene Coordinator at environmental disasters, directing all of the department's and the state's resources as part of the Unified Command; 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 professional, technical, administrative, clerical and other staff as assigned.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the planning, direction and administration of the agency's response to oil and hazardous material releases and other environmental or natural disasters.

To be responsible for the development and maintenance of a RIDEM Incident Response Management Plan 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 the Department.

To act, in the Director's absence or at the Director's direction, as the State On-scene Coordinator at environmental disasters, directing all of the department's and the state's resources as part of the Unified Command and to work with and inform the Governor and/or his staff.

To be responsible for the development and maintenance of 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 applicable programs internal and external to the Department.

To administer the Oil Spill Prevention, Administration and Response Fund and to assist in the preparation of the annual budget for the fund in conjunction with the appropriate stakeholders.

To provide the technical support and coordination and serve as the representative of the State for Natural Resource Damage Assessment and Restoration Plans as trustee, which arise out of State damage claims under the federal Oil Pollution Act of 1990 and the Comprehensive Environmental Response, Cleanup and Liability Act.

To supervise and provide day-to-day direction of staff involved in the response to Oil and Hazardous Materials incidents.

To direct and manage the DEM emergency response program for Oil and Hazardous Materials incidents.

To serve as the department'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 of a Departmental emergency environmental response plan, with internal management and committee/stakeholder involvement, which includes and addresses known environmental threats in this and neighboring states.

To be responsible for the planning and coordination with Federal, State and local agencies to manage oil and hazardous material spill and release prevention and response resources.

To supervise and coordinate the training of departmental personnel in response operations and to coordinate with the Office of Human Resources to maintain the records of such training to insure 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 make recommendations thereon.

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 oversee the execution of Natural Resource Damage Restoration plans within the agency and to oversee court ordered restorations of certain contaminated sites, as assigned.

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

To compile data, prepare management reports and make recommendations to the Director and Associate/Assistant Directors with regard to 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, administrative, clerical and other staff assigned; and related capacities and abilities.

#### **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through possession of a Master's Degree in environmental, or sanitary engineering, public health, environmental health or related field; and,

**Experience:** Such as may have been gained through: employment in highly responsible administrative position involving Federal and State programs in environmental engineering, environmental science, or an allied field and at least five to ten years experience in a responsible administrative and supervisory capacity involving environmental response planning, environmental response operations and natural resource restoration.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 29, 2002

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