

**MARYLAND ENVIRONMENTAL SERVICE
JOB DESCRIPTION**

Job Title: Environmental Specialist III

FLSA Status / Grade: Exempt / 7

Group: Various

POSITION SUMMARY

Provides project management and technical oversight for environmental science, engineering, construction and planning activities and services. Provides professional work at the fully proficient level of technical competence.

ESSENTIAL FUNCTIONS

Provides environmental documentation and permitting technical services.

Writes technical reports, scopes of work, proposals and budgets.

Interacts with clients, contractors, vendors and regulatory officials.

Monitors compliance of environmental operation, construction and monitoring activities with Federal, State and local permit and regulatory requirements.

Manages major procurements and oversees all other required procurements to assure timely meeting of material and service needs while complying with procurement policies.

Coordinates and manages subcontracted work.

Develops and delivers presentations to clients, regulatory/stakeholder groups and citizens.

Provides meeting coordination and facilitation services.

Operates MES vehicles.

OTHER RESPONSIBILITIES

Provides project management support to other technical groups in the Division.

Monitors on-site work being performed by staff and subcontractors.

Performs interviewing, hiring and training of new employees.

SUPERVISORY REQUIREMENTS

Manages supervisory and/or non-supervisory employees. Responsible for overall direction, coordination and evaluation of managed staff. Responsibilities include interviewing, hiring and training employees; planning, delegating and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

EDUCATION AND EXPERIENCE

Bachelors Degree in environmental science, engineering, ecology or a related field from an accredited college or university plus five years of experience in environmental science, regulations, engineering or management, two years of which must have included responsibility managing environmental projects and supervising environmental professional and technical staff.

Note: Applicants may substitute an applicable advanced education degree for up to two years of experience.

KNOWLEDGE, SKILLS AND ABILITIES

Must be able to manage multiple projects and multiple subcontractors as assigned, including the development and maintenance of comprehensive financial management plans and documentation.

Required to be self-directed in accomplishing tasks with minimal oversight and management.

Must possess strong verbal, written and interpersonal skills.

Must have computer literacy with spreadsheets, word processors and presentations.

Must be able to manage and supervise multidisciplinary professional and technical staff.

Must be able to understand and implement Federal, State and local environmental compliance and adhere to regulatory requirements.

Must be able to interact effectively with clients and regulatory agencies.

Must be able to deliver oral presentations.

Must be able to keep organized records of project related activities.

Must be able to pass a standard physical exam for this job.

LICENSES AND CERTIFICATIONS

Valid driver's license with less than six points under Maryland law.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk, hear and sit. The employee is also regularly required to use their hands to handle, finger or feel. The employee may be required to occasionally walk, stand and climb or balance.

This job may offer the chance to perform additional tasks outside of the office. Although not a requirement of the job, this position may offer the opportunity to rarely perform duties that require the employee to stand, walk, reach with hands and arms, climb or balance and stoop, knee, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to focus.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.

While performing some tasks of this job, the employee may rarely be exposed to extreme weather conditions (hot or cold) and a moderate to loud noise level in the work environment.