

**MARYLAND ENVIRONMENTAL SERVICE
JOB DESCRIPTION**

Job Title: Environmental Specialist IV

FLSA Status / Grade: Exempt / 8

Group: Various

POSITION SUMMARY

Provides senior project management and technical oversight for the environmental science, engineering, construction and planning activities and services. Serves as acting Section Head in the absence of the Section Head.

ESSENTIAL FUNCTIONS

Assists Section Head in staff and workload management.

Handles environmental documentation and permitting technical services.

Oversees development of technical reports, scopes of work, proposals and budgets.

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

Provides scientific technical support and advice to senior internal management and clients.

Develops project ideas in response to client requests for information.

Represents MES in meetings, marketing the Service's skills and resources.

Coordinates and manages subcontracted work.

Operates MES vehicles, as required.

OTHER RESPONSIBILITIES

Performs interviewing, hiring and training of new employees.

Assists with meeting coordination and facilitation.

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

Provides project related presentations to clients, regulatory/stakeholder groups and citizens.

SUPERVISORY REQUIREMENTS

Manages subordinate supervisors who supervise. Responsible for overall direction, coordination and evaluation of managed staff. May also supervise non-supervisory employees. 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 six years of experience in environmental science, regulations, engineering or management, three 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 required 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 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.