

**Environmental Programs Manager
New Kent County**

Apply Online:

www.co.new-kent.va.us

The Environmental Programs Manager is a professional position working under the direction of the Director of Community Development performing advanced professional, technical and administrative responsibilities. This individual plans, organizes and directs the management and enforcement of County ordinances relating to erosion and sediment control, Virginia Stormwater Management Program, wetlands, agriculture and forestal districts and the Chesapeake Bay Preservation Ordinance

Essential Functions:

- Administers the following programs as designated by the governing body or by the department head:

Erosion/Sediment Control Ordinance
Virginia Stormwater Management Program and Ordinance
Chesapeake Bay Preservation Ordinance
Agricultural and Forestal District Program

- Monitors the application process for wetlands permits and serves as staff liaison to the Wetlands/Beaches Board
- Conducts field conferences and inspections with developers, contractors, engineers, homeowner groups, citizens and planning and zoning personnel;
- Informs developers, contractors and engineers of deviations from approved plans and specifications and advises corrective action;
- Issues violation notices specifying required corrective actions and participates in other enforcement proceedings;
- Issues stop work orders for erosion control and wetlands violations; initiates legal actions to prevent or correct County ordinance violations;
- Prepares and assembles evidence of violations as required and provides expert testimony in court proceedings;
- Coordinates, directs and participates in highly technical and complex engineering areas such as erosion and sediment control, stormwater management, construction and development administration, environmental protection, sanitation and soil hydrology;
- Reviews and revises complex construction plans, site plans, subdivision plans and rezoning plans to ensure compliance with standards, codes, and acceptable engineering principles
- Oversees and manages inspection of single family, subdivision and site plan construction sites to ensure compliance with County ordinances and approved plans;
- Demonstrated knowledge to effectively plan and supervise the work of other staff members;
- Oversight of BMP record drawing and construction certification program;
- Oversight of septic pump out program;
- Advises engineers, developers and contractors of problems and/or conflicts with approved plans and develops corrective action plans;
- Oversees the management of a computer database of all inspections, project activity and enforcement actions;
- Administers the Chesapeake Bay Grant, prepares and processes required quarterly reports;
- Develops and conducts outreach programs and efforts to educate and inform the citizens and community about the need for and benefits of environmental stewardship;
- Applies for applicable grants and manages awarded grant funds

Knowledge, Skills, & Abilities:

The Environmental Programs Manager is required to have an extensive knowledge of the principles, techniques and equipment used in the control of erosion and sediment from construction sites; a thorough knowledge of hydrology, hydraulics, soil mechanics, geology and computer modeling techniques; the ability to make accurate mathematic calculations; the ability to interpret and comprehend blue prints and engineering drawings; the ability to prepare complex technical reports clearly and concisely; the ability to communicate effectively, both orally and in writing; the ability to use computers and software applications specific to the job function.

Education and Experience:

The Environmental Programs Manager must possess a Bachelor's Degree in Environmental Science, Civil Engineering, or related field from an accredited college or university and a minimum of five (5) years professional experience, OR any equivalent combination of acceptable education and experience. Registration as a professional engineer in the Commonwealth of Virginia is preferred, but is not required. Possession of the Virginia Department of Environmental Quality's Erosion and Sediment Control Combined Administrator Certification is required. Must be able to obtain within one year of hire date or currently hold certification as a Virginia Stormwater Management Program Administrator or VSMP Combined Administrator. Coursework related to field determination of wetland limits, endangered and threatened flora and fauna, and tidal/non-tidal wetlands ecology is preferred. The incumbent must possess a valid driver's permit issued by the Commonwealth of Virginia.

Physical Conditions and Nature of Work Contacts:

The work is performed indoors and outdoors where uncomfortable conditions may exist including extremes in temperature, adverse weather conditions and exposure to pollutants. Inspection work typically occurs on active construction sites with the attendant dangers. The work requires moderate physical strain including walking, climbing, stooping, bending and driving a motor vehicle.

Salary: Experience and Qualification Based