

POLLUTION CONTROL SPECIALIST PRINCIPAL

KIND OF WORK

Supervisory pollution control work.

NATURE AND PURPOSE

Under administrative direction, supervises professional and technical staff in a unit responsible for scientific or technically complex independent pollution control work. Directs the work of the unit and gives assistance to other supervisors and administrative personnel in matters related to environmental programs. In coordination with others, develops individual and unit work plans. Work assignments are in the form of broad objectives; evaluation is based upon outcomes achieved.

Positions in this class are distinguished from professional work by the formal supervisory responsibilities delegated to positions in this class; from the Engineer Principal by the absence of engineering knowledge required by these jobs; and from the Pollution Control Program Administrator class by the focus of these jobs on supervision of staff of a work unit, not broader management responsibility for a section composed of multiple work units.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervise the staff of the unit through application of legislatively defined supervisory functions which include hiring, rewarding, promoting, disciplining staff, assigning and reviewing work and directing work of staff, adjusting grievances and effectively recommending suspension and discharge of staff; administer applicable labor agreements and plans so that staff are treated equitably and individual and unit outcomes are achieved.

Coach and mentor subordinates to ensure continuous performance communication.

Develop and/or direct the programmatic activities of the unit and implement administrative controls, including priority setting, preparation of annual budget and fiscal materials as requested; coordinate unit activities, develop unit work plans, ensure maintenance of fiscal tracking and accounting procedures to ensure that the unit goals objectives are achieved with existing staff and within budget.

Verify all aspects of unit programmatic activities are in compliance with applicable state, federal and local laws, rules and policies through oversight of work of staff and by acting as administrative liaison with affected parties to ensure effective and equitable administration of environmental programs in compliance with environmental standards and goals.

Provide leadership to staff through articulation of agency vision and application of systems thinking to analysis of work processes; act as role model for staff so that staff daily activities support the agency vision.

Supervise cross-functional, multi-media and/or site specific teams to develop and implement strategies which support the agency vision.

Build effective teams through planning, allocation and evaluation of resources, strategies and unit procedures and application of effective leadership skills so agency goals are utilized efficiently and appropriately to achieve outcomes with existing staff and within budget.

Provide direction through process design, training for staff; articulation of the goals for the work unit to ensure staff have the opportunity to successfully meet expectations.

Utilize staff capabilities through delegation by setting general direction and parameters of work and giving staff responsibility so that decisions about program implementation and direction are efficiently achieved.

Adopt and practice the MPCA safety policy sufficient to ensure that environmental work is achieved in a safe and efficient manner.

Adopt and practice the MPCA customer focus philosophy so that customers receive appropriate, courteous, respectful responses.

Demonstrate high level of customer service orientation for both external and internal customers through involvement of clients and other partners in dialog, delivery of service and, if necessary, problem resolution.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Thorough knowledge of:

Labor contracts, state and agency personnel policies and procedures.

Principles and practices of pollution control and environmental protection.

State and federal pollution control laws, regulations and policies.

State and federal litigation process sufficient to oversee coordination of depositions and litigation testimony and related work.

State and federal administrative procedures and rules and regulations relative to procurement, contract administration and grant management sufficient to administer fiscal and contractual arrangements and tracking procedures.

Technical expertise sufficient to lead, direct and supervise and manage programmatic activities that depends on successful application of such knowledge for success.

Health and safety hazards sufficient to ensure that environmental work is achieved in a safe and efficient manner.

Ability to:

Communicate effectively with scientific and technical consultants and analyze their proposals and work products.

Effectively represent the MPCA before a variety of groups regarding environmental, social, economic issues.

Work in a team environment and collaborate on activities with other members of the team sufficient to ensure that desired outcomes are achieved.

Negotiate successfully with affected clientele.

Administer complicated fiscal and contractual arrangements and tracking procedures.

Comprehend and articulate, both orally and in written communication, the significance and applicability of the myriad social, technical and other issues that are critical to achieving appropriate environmental outcomes.

Adapt to continuous organizational and program changes sufficient to work constructively under pressure and cope with ambiguity and setbacks.

Design and deliver services that ultimately enhance environmental stewardship, ensure lasting environmental compliance and facilitate environmental sustainability.

Evaluate information and make policy recommendation from that evaluation.

Leadership skills:

Articulate agency vision and apply systems thinking to problem solving and analysis of work processes.

Apply a variety of communication styles to effectively meet needs of situations.

Influence and encourage staff; develop and manage work teams; serve as role model to others; identify and provide opportunities, tools and resources to facilitate learning.

Demonstrate a high level of customer focus for both external and internal customers through consideration of customer expectations involving clients and partners in problem resolution; model appropriate customer focus behaviors to staff.

Set performance goals for staff, communicate expectations clearly, use rewards and consequences effectively.

Apply effective leadership skills through encouragement of staff development, provision of a challenging work environment and building effective teams.

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Delegate and empower staff by setting general direction and parameters of work, giving staff responsibility for decisions and latitude to do a task. Trust staff to accomplish delegated work.

Demonstrate environmental leadership through understanding and communication of principles of sound environmental science; global understanding of environmental issues and local application of appropriate environmental responses.

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TC:
Former Title(s): Classes merged this class:
Pollution Control Mobil Sources Unit Supervisor;
Pollution Control Site Response Supervisor-effective 7-1-98