



STATE OF RHODE ISLAND
invites applications for the position of:

**DEPUTY ADMINISTRATOR
ENVIRONMENTAL PROTECTION
(DEM)**

DEPARTMENT: DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

DIVISION: Water Resources

OPENING DATE: 02/11/19

CLOSING DATE: 03/13/19 11:59 PM

SALARY: \$45.70 - \$51.84 Hourly
\$83,182.00 - \$94,345.00 Annually

PAY GRADE: 138A

JOB TYPE: Non-Union (99)

NAME OF BARGAINING UNIT UNION: Non-Union (99)

LOCATION: 235 Promenade Street, Providence

SCHEDULED WORK DAYS: HOURS OF WORK Monday - Friday, 8:30am - 4:00pm

WORK WEEK: Non-Standard

JOB NUMBER: 1751-10000-284

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist an Administrator, Environmental Protection (DEM) in the planning and administration of a statewide environmental regulatory program consistent with the jurisdiction of an assigned DEM functional unit/office; to monitor, preserve, protect and improve the air, water or land resources of the state to promote public health, welfare and safety, prevent injury or detriment to human, plant life, animal life, physical property and other resources and foster the comfort and convenience of the state's inhabitants; and to do related work as required. **SUPERVISION RECEIVED:** Works under the broad direction of an Administrator, Environmental Protection (DEM) with wide latitude for the exercise of independent judgment and initiative in carrying out the objectives of the program; work is reviewed and evaluated through periodic reports and conferences. **SUPERVISION EXERCISED:** Plans, organizes, coordinates, supervises and evaluates the work of professional, technical, paraprofessional and other staff in the unit/office.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

As it relates to all assignments:

To assist an Administrator, Environmental Protection (DEM), in the planning and

administration of a statewide environmental regulatory program consistent with the jurisdiction of an assigned DEM functional unit/office.

To monitor, preserve, protect and improve the air, water or land resources of the state to promote the public health, welfare and safety, prevent injury or detriment to human, plant life, animal life, physical property and other resources and foster the comfort and convenience of the state's inhabitants.

To regularly evaluate business processes within the DEM functional unit/office and undertake actions to improve the efficiency and effectiveness of operations.

To assist in the management of purchases, contracts, and agreements.

To assist in the preparation and administration of an annual budget for the office including application for, and management of, federal grants and other grants and accounts.

To confer with federal officials, other state agencies, contractors, stakeholders, and/or neighboring state officials to implement and coordinate programs.

To draft legislation and prepare testimony for legislative hearings concerning subjects under the jurisdiction of their office.

To communicate and coordinate with other entities within the department involving planning, assessment, policy and enforcement actions.

To charge parties or officials with specific violations of federal and state laws and regulations, and suggest proper measures be taken to mitigate environmental problems which cause violations.

To order the initiation of legal proceedings against violators who have failed to comply with all federal and state laws and regulations adopted by the division.

To attend meetings and conferences relating to the activities of the DEM functional unit/office and to represent the department at such meetings.

To assist in directing, coordinating and supervising the dissemination of public information.

To communicate the activities and performance of the programs, including the development, tracking and reporting of performance metrics.

To do related work as required.

For Water Resources:

To assist in planning, formulating and administering comprehensive statewide Water Resources programs involving the baseline monitoring and assessment of the quality of state waters, the development and implementation of water quality standards and the implementation of programs to prevent degradation and promote restoration of state waters including surface waters and groundwaters.

To assist in planning, developing and administering comprehensive statewide programs involving the issuance and oversight of environmental permits to protect surface water resources from uncontrolled or untreated wastewater discharge and adverse land disturbance activities.

To plan and administer surveys to determine the nature and extent of pollution and sources of pollution, and to establish priorities and strategies for the abatement of water pollution.

To assist in supervising the technical representation by staff on appeals of actions relating to the approval or denial of applications for environmental permits affecting the water quality of the state.

To assist in administering the department's licensing programs relating to planning, designing, constructing or operating facilities or activities approved under the relevant permitting programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of federal and state laws and regulations pertaining to statewide environmental regulatory programs which

monitor, preserve, protect and improve the air, water or land resources of the state, and the ability to interpret and apply such laws; the ability to plan and administer air, water or land resources statewide regulatory programs; the ability to effectively lead and manage employees within an office or division; the ability to coordinate timely and efficient permitting and licensing actions, appropriate enforcement, and the use of assistance tools within the context of the air, water or land resources programs; the ability to develop and implement performance metrics for efficient and effective operation of their programs; the ability to testify as a witness in legal proceedings against violators of environmental protection laws and regulations; the ability to establish and maintain effective working relations; the ability to effectively communicate in public the importance of the protection and control of state resources; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree from a college of recognized standing with specialization in either Environmental Science or Engineering, Civil Engineering, Chemical Engineering or Chemistry, Biological Sciences, Law, or other related science or engineering degrees; and

Experience: Such as may have been gained through: at least five (5) years of employment in a responsible supervisory position relating to environmental protection and/or extensive experience in leading and managing major environmental programs.

SUPPLEMENTAL INFORMATION:

This position is essential to the Department's efforts to consolidate program functions and improve the effectiveness and efficiencies of the Department's regulatory programs. Specifically, this position is critical to ensure that:

1. *stormwater pollution control requirements are evaluated in a consistent manner through the permitting process,*
2. *optimal use is made of limited staff resources, and*
3. *DEM maintains and improves a high level of customer service.*

Improving stormwater management is one of the most important water quality challenges for the Department and is an important component of most land development projects in the state – specifically to avoid flooding impacts and water quality impairments. All major development and redevelopment projects are subject to stormwater management requirements, some of which are federally mandated under the Clean Water Act. Efficient permitting is essential to facilitate economic growth while ensuring public health and the environment are protected. Improving our overall permitting processes has been and continues to be an important goal of the Department.

AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

- Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.
- Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

CRIMINAL CONVICTIONS: Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGL§ 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.apply.ri.gov>

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(DEM)

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