



## ENGINEER ADMINISTRATOR, ENVIRONMENTAL

### Characteristics of Work:

This is a managerial engineering position directing administrative, professional, and technical environmental engineering work involving the implementation of federal, regional and statewide programs for the control of air, water, waste, and other environmental activities. Employees in this occupational class are usually responsible for administering the activities of a major, technical engineering division. The work requires participating in and/or the formulating and administering major policy decisions in a division and/or department. Employees in this occupational class make final, technical engineering decisions within the scope of the policy of the department in which they are employed. This work involves frequent contacts requiring a high level of sensitive interaction with high-level governmental officials, including elected officials, professional engineers, policy-level industrial officials, the academic community, environmental advocates, and the general public. The work is performed under the direction of an office head or other administrative superior.

### Minimum Qualifications:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### EXPERIENCE/EDUCATIONAL REQUIREMENTS

#### Certification:

Possession of a valid certificate of registration as a Professional Engineer from the Mississippi State Board of Registration for Professional Engineers and Land Surveyors is required;

AND

#### Experience:

Four (4) years of experience in engineering as a registered Professional Engineer.

#### Required Document:

Applicant must attach a valid copy of his/her certificate of registration as a Professional Engineer from the Mississippi State Board of Registration for Professional Engineers and Land Surveyors.

## PHYSICAL REQUIREMENTS

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Field of Vision:** Ability to observe an area that can be seen up or down or to the left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision, ability to judge distance and space relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or bend.

### Speaking/Hearing:

Ability to give and receive information through speaking and listening skills.

### Taste/Smell:

Ability to use the sense of smell to recognize and distinguish odors. Ability to use the sense of taste to recognize and distinguish flavors.

**Competencies:** The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

## PUBLIC SECTOR COMPETENCIES

**Integrity and Honesty:** Models and demonstrates high standards of integrity, trust, openness and respect for others. Demonstrates a sense of responsibility and commitment to the public trust through

statements and actions. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Conscientiously abides by the rules, regulations and procedures governing work. Exhibits a strong work ethic by being productive, diligent, conscientious, timely, and loyal.

**Service Orientation:** Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers. Demonstrates a commitment to quality public service through statements and actions.

**Accountability:** Is productive and carries fair share of the workload. Accepts responsibility for actions and results. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Maintains a positive attitude. Effectively manages emotions and impulses. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates and adapts, copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards. Involved in professional organizations.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy and concern; develops and maintains relationships. Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement. Expresses facts and ideas both verbally and in writing in a clear, convincing and organized manner, helping others translate vision into action. Models appropriate behavior. Recognizes and develops potential in others, leads others to life-long learning by example.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

## MANAGEMENT COMPETENCIES

**Emotional Maturity:** Conducts oneself in a professional, consistent manner when representing the organization. Exhibits the ability to work through challenges and create opportunities. Has the ability to work through adversity and hold self and others accountable for work actions. Takes risks

appropriate to ones level of responsibility. Acts as a settling influence in a crisis. Emulates proven leaders.

**Macro Oriented:** Communicates organizational vision and understands effects of decisions on the organization and on other organizations as well as how external factors impact the organization. Exercises good judgement, makes sound, well informed decisions. Acts as a change agent by initiating and supporting change within the agency. Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

**Working Through Others:** Support, motivates and is an advocate for staff. Recognizes and appreciates diversity. Creates synergistic teams using strengths of all team members. Delegates effectively, sharing both responsibility and accountability; empowers employees and trusts others to perform without micro-managing. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others.

**Results Oriented:** Identifies, analyzes, and solves problems. Plans effectively to achieve or exceed goals, sets and meets deadlines. Develops standards of performance and knows what and how to measure. Uses change management skills to bridge the gap between current and desired performance. Pushes self and others for results.

**Resource Management:** Demonstrates ability to plan, prioritize, and organize. Acquires and effectively and efficiently administers and allocates human, financial, material and information resources. Works to develop and implement strategic planning for the agency. Assesses current and future staffing needs based on organizational goals and budget realities. Recruits, develops and retains a diverse workforce.

## TECHNICAL COMPETENCIES

**Technical Proficiency:** The ability and willingness to become competent in the technical areas needed to do a specific job.

Reads, comprehends, evaluates, interprets, and implements federal, state, and local laws, policies, mandates, and regulations relating to professional and technical environmental engineering work. Reads, evaluates, develops, and interprets technical documents and design drawings. Exhibits an understanding of, compliance with, and implementation of safety rules and regulations. Exhibits the ability to identify alternatives and make technical decisions. If the situation requires, makes the best decision based on incomplete and conflicting information. Effectively utilizes enterprise-wide data and technical software needed to perform specific duties. Recognizes the need for continued professional and technical development. Demonstrates proficiency in applicable technical areas based on the application of acquired technical knowledge. Effectively participates in training and continuing education.

**Problem Solving and Decision Making:** The ability and willingness to work with people and to solve problems in order to effectively and efficiently complete assigned tasks.

Demonstrates the ability to anticipate potential and identify existing problems. Uses problem-solving tools to navigate to a practical solution. Analyzes the effects of decisions on stakeholders. Studies and evaluates problems/concerns; researches solutions; uses creative thinking, sound judgment, good decision-making skills, and current information to provide both oral and written solutions to problems, stakeholder inquiries, and policy changes. Negotiates when necessary to resolve problems. Seeks to identify and resolve conflict situations, and effectively deals with difficult issues and people. Effectively develops and utilizes teams to solve problems. Exhibits the ability to handle multiple issues and projects concurrently.

**Stakeholder Relations:** The ability and willingness to interact and communicate effectively with stakeholders.

Represents and supports the agency positively (including mission, values, and goals). Demonstrates a functional understanding of the various organizational units within the agency and their relationships with each other. Provides proactive information to stakeholders to keep them informed of current and potential environmental situations. Demonstrates the ability to communicate complex technical ideas coherently and effectively, both in writing and orally, to technical and non-technical stakeholders. Recognizes, respects, and is sensitive to various stakeholders' perspectives. Recognizes sensitive information and keeps it confidential, consistent with the law.

**Planning:** Willingness and ability to become competent to contribute to the implementation of the mission of the agency.

Effectively participates in the development of plans, programs, policies, and procedures to meet the goals of the agency. Collaborates with other organizations and internal departments on strategic planning and budgeting. Exhibits an understanding of the agency's mission, values, goals, policies, and financial capabilities. Effectively utilizes tools such as risk assessment, cost-benefit analysis, socioeconomic impact analysis, etc. in the decision-making and planning processes.

**Essential Functions:** Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Supervises upper level personnel.
2. Performs administrative duties.
3. Provides technical management for programs.
4. Assists office head and other state and local officials.
5. Represents the State and the Department.

**Examples of Work:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Plans, directs, and controls major environmental programs such as air pollution control, water pollution control, or waste management.

Trains subordinate section heads in supervisory and management skills and other section head duties.

Participates in negotiation of permit condition limitations with affected municipalities, industries or commercial operations.

Advises federal, state and local government representatives, consulting engineers and others on methods of ensuring safe drinking water, controlling air and water pollution and other environmental activities.

Designs compliance assurance plans for projects used in designing sections of the overall air and water pollution control plan.

Conducts performance appraisals of subordinate personnel.

Develops or participates in the development of division program plans, programs goals and annual division budget; prepares progress reports of program goal attainments and budget status.

Identifies the need for and drafts language to change state statutes, regulations, and agency policies, and shepherds the process for adoption.

Represents the Department to the media on technical matters and sensitive or emerging public health and environmental issues.

Represents the Department in regional and national venues in the formulation of environmental goals and policies.

Performs related or similar duties as required or assigned.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.