

ENVIRONMENTAL INSPECTOR SUPERVISOR**Nature of Work**

Under administrative direction, with formal authority, plans and supervises the work and training of subordinate field and technical inspection personnel. Assigns and reviews the work of staff performing technical and field inspections related to environmental protection programs. Assumes an active role in the formulation and implementation of major policies, procedures and programs within their area of assignment. Ensures effective coordination of environmental protection programs and compliance with established policies, procedures and programs. Has the authority to follow-up violations with initiation of criminal prosecution, but is generally directing subordinates in appropriate enforcement procedures or establishing priorities for enforcement actions. Work requires travel and outside work in varying weather conditions and over difficult terrain. Subject to emergency response, being on-call, and temporary assignment to a different geographical area of the state, as necessitated by environmental conditions and agency needs. May be assigned to an area of specialization as detailed above. Performs related work as required.

Distinguishing Characteristics

This classification is distinguished by its full supervisory nature. Consults with administration regarding policies and procedures. Typically represents the agency inspection force at a variety of public and/or private meetings.

Examples of Work

- Plans, assigns, coordinates and monitors work and training of subordinates engaged in complex technical or inspection duties; follows-up to insure all complaints and reports are acted upon; acts as a liaison between administrative and field inspection personnel.
- Consults and advises administrators concerning proposed changes in policy and work procedures.
- Interprets laws, rules, and regulations and applies such interpretations to specific cases or situations.
- Instructs, trains, advises and evaluates the work performance of assigned inspection personnel.
- Recommends promotions, demotions, and other personnel actions; investigates employee grievances, reports findings and recommends resolutions.
- Coordinates multi-agency reviews of permit applications.
- Represents agency at various symposiums, hearings, meetings and discussions.

ENVIRONMENTAL INSPECTOR SUPERVISOR (CONT'D)**Examples of Work (cont'd)**

- Evaluates the work performance of technical and field inspection personnel.
- Completes reports on activities for review and approval by an administrator; assists legal counsel in the preparation of materials for hearings in courts of law; testifies as necessary.
- Discusses with public officials, private business representatives and the general public their efforts to treat, control and minimize wastes, or their efforts to control environmental impacts of regulated facilities, and outlines and pertinent statutory and regulatory obligations.
- Investigates complaints of no response or unsatisfactory response to reported suspected environmental harm from point sources, nonpoint sources, or regulated facilities.

Knowledge, Skills and Abilities

- Knowledge of state and federal laws and regulations and agency policies and procedures related to environmental protection programs.
- Knowledge of fundamental principles of the natural sciences and chemistry.
- Knowledge of mathematics and algebra.
- Knowledge of scientific sampling methods and analytical procedures.
- Knowledge of the judicial system and statutory and regulatory procedures.
- Knowledge of basic first-aid procedures, safety regulations and precautionary measures.
- Knowledge of the principles and practices of personnel management and Division of Personnel requirements and procedures.
- Skill in use and maintenance of laboratory field and monitoring field equipment, motorboats, mobile radio equipment, 4-wheel drive vehicles and cameras.
- Skill in reading and interpreting topographic maps, engineering drawings, plans, specifications, and enforcing adherence thereto.
- Skill and effectiveness in planning and supervising the work of others.
- Ability to apply acceptable methods, procedures and approaches to making a complete and satisfactory investigation of suspected environmental harm from point sources and nonpoint sources.
- Ability to perform field chemical tests and interpret results.

ENVIRONMENTAL INSPECTOR SUPERVISOR (CONT'D)**Knowledge, Skills and Abilities (cont'd)**

Ability to design, plan, conduct, and complete complex projects and assignments, and to direct staff assigned to such.

Ability to keep accurate records, assemble, analyze and evaluate data and prepare technical reports in a clear and concise form, and to direct any warranted corrective actions.

Ability to speak and lead discussions in public.

Ability to establish and maintain effective working relationships with subordinates, co-workers, government officials, private business representatives and the general public and deal with controversial matters in a tactful manner, and to effectively represent the agency.

Ability to walk long distances in adverse weather over rugged terrain and to lift and carry equipment for considerable distances.

Ability to communicate for the purpose of obtaining, imparting, or exchanging information, clearly and concisely, both orally and in writing.

Ability to carry-out instructions with minimal supervision and exercise good judgment in appraising situations and decision-making.

Ability to work in special apparel such as, self-contained breathing apparatus (SCBA), respirator, and/or encapsulating suit.

Ability to swim.

Minimum Qualifications

TRAINING Graduation from an accredited four-year college or university with a degree in natural or applied science, engineering, or occupational safety and health.

SUBSTITUTION Full-time or equivalent part-time paid inspection, technical, or professional employment in one of the areas of assignment may substitute for the required training on a year-for-year basis.

EXPERIENCE Four years of full-time or equivalent part-time professional, supervisory, or administrative employment in the field of environmental inspection or environmental compliance in one of the areas of assignment.

SUBSTITUTION A Master's Degree in natural or applied science, engineering, or occupational safety and health, may substitute for one year of experience.

ENVIRONMENTAL INSPECTOR SUPERVISOR (CONT'D)

Minimum Qualifications (cont'd)

SPECIAL REQUIREMENTS Must be eligible for license to operate a motor vehicle in West Virginia. For work in the area of hazardous waste management and solid waste management, must take and pass a physical examination during the first six months of employment and submit to annual follow-up examinations. Failure to pass the initial examination will result in termination of employment. Failure to pass a subsequent examination may result in reassignment.

NOTE Personnel engaged in activities associated with hazardous wastes risk exposure to situations or chemicals which may cause illness or injury if proper procedures are not followed.

AREA OF ASSIGNMENT

Abandoned Mine Land Reclamation

Environmental Compliance Monitoring

Explosives and Blasting

Hazardous Waste Management

Solid Waste Management

Surface Mining Reclamation

Water Pollution Control

Air Quality

Established: 9/16/93

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