

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5187 **TITLE:** ASSISTANT ENVIRONMENTAL SERVICES DIRECTOR
GRADE: S-26

DEFINITION:

Under direction, to assist in the planning, coordinating, and directing of the environmental services program; to supervise a major functional unit comprised of at least one section (e.g., Industrial Waste Management or Instrumentation and Laboratory); and to do related work as required.

TYPICAL TASKS:

Assists in the direction of staff engaged in laboratory analysis by wet and instrumental methods, or industrial and hazardous/toxic waste management;
Assigns and supervises special studies and investigations;
Reviews and comments on technical documents and manuals;
Prepares agenda for staff meetings;
Evaluates equipment needs;
Develops new procedures for testing, inspections and data handling;
Monitors correctness and commonality of approach to all testing and regulatory implementation;
Assists in court case preparation;
Ensures compliance with Federal, State and County procedures and regulations and drafts revisions for submission as appropriate;
Deals with private industry officials, vendors, regulatory authorities, other County agencies and the public as necessary; promotes safety awareness and enforces safety procedures;
Prepares correspondence and reports;
Coordinates and reviews the annual budget.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the principles and techniques of theoretical and applied chemistry, biochemistry, microbiology, waste management, operation of analytical instrumentation and sanitary engineering;
Considerable knowledge of pertinent Federal, State and County procedures and regulations and ability to ensure compliance;
Knowledge of wastewater treatment plant design and construction as well as operating principles;
Ability to manage and direct staff;
Ability to recognize the need for new or revised test methods/ procedures or equipment;
Ability to deal effectively both verbally and in writing;
Ability to coordinate and evaluate financial and administrative documents;
Ability to comment on or compose detailed scientific reports.

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EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited college or university with a degree in chemistry, biology, or sanitary engineering with at least four years of diverse, professional experience in a full-service pollution control laboratory. One year of the required experience should be in a supervisory capacity.

REVISED: July 27, 1987
ESTABLISHED: July 1977