

DEPUTY TOWN COMMISSIONER OF ENVIRONMENTAL CONTROL

Department: Environmental Control

Classification: Exempt

Specification Number: 2810

Approved: 6/25/23

Revised: By JG

MINIMUM QUALIFICATIONS

There are no qualifications for this position as it is in the Exempt Class.

DISTINGUISHING FEATURES OF THE CLASS

Acts for and in place of the Commissioner of Environmental Control. Assists the Commissioner in the overall administration, planning, and coordinating of all programs of the Department. The Deputy Commissioner assists with the supervision of all personnel in their performance and adherence to regulations and policies. In performing the duties of the position, exercises considerable independence and initiative. The work is reviewed through conferences and reports by the Commissioner of Environmental Control. Does related work as required.

TYPICAL WORK ACTIVITIES

Acts for and in place of the Commissioner;

Assists the Commissioner in the planning, supervising, coordinating and implementing of the divisions and programs of the Department;

Assists in administering the operation of the Town Waste Treatment Plants, Incinerators, Resource Recovery, Community Pride program, Animal Shelter, and any required maintenance or repair;

Maintains waterways, including water pollution, Shellfish and Bay Management programs;

Assists in administering departmental procedures, policies and regulations required to ensure protection of the natural resources and environment;

May participate in hearings on behalf of the Commissioner, before the Planning Board and the Board of Appeals in any matter that affects the environment and natural resources of the Town;

May hold hearings on matters relating to the conservation and protection of the environment and natural resources of the Town;

Assists in the preparation of the Department's annual budget;

Enforces all regulations and policies of the Department and oversees any prosecutions;

Assists in the oversight of inspection and enforcement of regulations regarding noise, garbage and rubbish removal and regulations regarding animals.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of Federal, State and local laws, regulations, policies, regarding Environmental Control; thorough knowledge of the overall Divisional programs, functions, activities, policies and regulations; excellent knowledge of enforcement operations and procedures; excellent knowledge of information and data gathering; excellent knowledge of conservation control, Bay Management, Shell fishing, and related areas; ability to administer and supervise subordinate personnel conducive to full performance and high morale; ability to express oneself clearly and concisely both orally and in writing; physical condition commensurate with the demands of the position.