

TOWN COMMISSIONER OF ENVIRONMENTAL CONTROL

Department: Environmental Control

Classification: Unclassified

Specification Number: 2800

Approved: 6/20/23

Revised: By JG

MINIMUM QUALIFICATIONS

There are no qualifications for this position as it is in the Unclassified Service.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title has the power to appoint and remove all employees of the Department. The Commissioner directs the overall administration, planning, and coordinating of all programs within the Department. They are responsible for the supervision of all personnel in their performance and adherence to regulations and policies set forth. In performing the duties of the position, exercises considerable independence and initiative. The work is reviewed through conferences and reports by the Town Board. Does related work as required.

TYPICAL WORK ACTIVITIES

Administers the planning, supervising, coordinating and implementing of all the divisions and programs of the Department;

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

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

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

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

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

Supervises the preparation, presentation and control of the Department's annual budget and fiscal policies;

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

Directs the inspection and enforcement of regulations regarding noise, garbage and rubbish removal and and regulations regarding animals.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of Federal, State and local laws, regulations, policies, regarding Environmental Control; extensive knowledge of the overall Divisional programs, functions, activities, policies and regulations; thorough 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.