COMPENSATION AND CLASSIFICATION

ENVIRONMENTAL SCIENCE MANAGER
ENIRONMENTAL RESOURCE MANAGEMENT

NATURE OF WORK

The purpose of this position is to plan, implement, and supervise environmental research, monitoring, enhancement, and protection programs tribal-wide within the Environmental Science Section (ESS) of the Seminole Tribe of Florida’s Environmental Resource Management Department (ERMD). The incumbent oversees and manages the daily activities of ESS staff, evaluates program objectives and progress, facilitates results analyses and reporting, and manages the ESS annual budget (i.e., Tribal Council funds, grant funds). The incumbent works collaboratively with the ERMD staff, other Tribal Government Departments, and external collaborators to identify key resource and/or management knowledge gaps and design a data-driven, empirical approach toward gaining information needed to support the informed decision making process. This position reports to the ERMD Director and is an exempt position.

ILLUSTRATIVE TASKS

The listed duties are illustrative and are not intended to describe every function that may be performed by this position. The omission of specific statements does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.

- Supervises, directs, and evaluates assigned staff; responds to employee concerns and problems, provides counsel, administers disciplinary actions, and completes employee performance reviews; conducts interviews and makes hiring recommendations.

- Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides professional, technical expertise.

- Consults with ERMD leadership, Tribal Departments, or other partner/collaborator agencies to review program operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; makes presentations to STOF Leadership.

- Interprets, applies, and enforces the provisions of environmental regulations and other applicable federal, state, and Tribal codes, laws, rules, regulations, specifications, standards, policies and procedures; researches code/regulations issues as needed; initiates any actions necessary to correct deviations or violations.

- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure employee safety; initiates necessary actions to correct deviations or violations.

Employee’s Initials
ENIRONMENTAL SCIENCE MANAGER

- Conducts annual operational planning and strategic budgeting for ESS programs; plans and implements new programs/projects; monitors ESS program performance; evaluates efficiency and effectiveness of program operations, procedures, and use of resources; implements improvements as needed.

- Contributes ideas and authorship toward the continued refinement, execution, and evaluation of the 5-year ERMD Strategic Plan.

- Develops, updates, and implements Standard Operating Procedures for all ESS programs; implements protocols designed to enhance productivity and safety.

- Performs administrative oversight of ESS budget; makes purchasing recommendations and submits proper forms for internal procurement process; reviews/approves invoices for payment; coordinates preparation of invoices to bill for program services.

- Administers contracts, monitors work of contracted service providers, reviews deliverables, processes invoices, and ensures compliance with terms of contracts and as per STOF policies.

- Reviews/approves weekly time sheets in Kronos for direct reports; processes leave requests.

- Applies for external grants to support ESS program objectives; directly administers or provides oversight of external grant management, budget utilization, and reporting.

- Supervises and assists with inspections of conservation/preservation areas; evaluates condition of land and habitat; assesses value and quality of habitat; prepares environmental mitigation plans.

- Supervises and assists with review of zoning petitions and site development plans for compliance with applicable codes and regulations; performs site inspections relating to permit applications and petitions; provides written responses to petition reviews; issues environmental permits; evaluates compliance of plans and projects; reviews and issues clearing permits for vegetation removal; reviews and issues permits for coastal activities/construction; reviews for variances structures seaward of coastal construction setback line; reviews and issues permits for site alternation in environmentally sensitive areas; reviews environmental impact statements; reviews boat dock variance petitions; reviews protected species management plans and exotic vegetation management plans; accepts or rejects on-site deviations from approved plans; prepares staff reports, executive summaries, and resolutions for Tribal Council; makes presentations to STOF Leadership as needed.

- Performs wetland delineations and produces reports for permitting, compliance, and mitigation purposes.

Employee’s Initials
ENVIRONMENTAL SCIENCE MANAGER

- Supervises and assists with development of STOF natural resource management policy; acquires and analyzes data to assess impact on natural resources; produces geographic data to facilitate analysis; converts geographic coordinate systems in data sets; collects GPS coordinates to locate data and converts GPS data to analyzable formats; edits computerized mapping/drawings for use in geographical information system (GIS) format; prepares data in a wide variety of formats.

- Supervises and assists with environmental code enforcement to protect STOF resources; investigates complaints and violations; conducts inspections of property; gathers evidence of violations and makes photographs of violations.

- Writes/drafts amendments to existing STOF environmental code/ordinances as appropriate; assists with development of new environmental ordinances, amendments, policies, and procedures.

- Prepares inspection reports, non-compliance reports, violation notices, and other records; submits required reports to regulatory agencies or other individuals.

- Maintains ESS program computer databases; produces various reports from gathered data; works to make data available to Tribal Community through various resources and opportunities.

- Compiles environmental and compliance data; analyzes data and identifies trends; summarizes data and prepares reports, charts, and presentations.

- Prepares or completes various forms, reports, correspondence, performance appraisals, growth management plans, action plans, annual reports, monthly assessment reports, invoices, budget projections, purchase orders, executive summaries, chain of custody forms, activity reports, contract reports, safety protocol reports, inspection/re-inspection reports, audit reports, agendas, complaint reports, incident notification forms, violation notices, citations, project summaries, data summaries, reports, resolutions, code amendments, permits, environmental impact statements, wildlife survey reports, project monitoring reports, vehicle maintenance reports, maps, brochures, or other documents.

- Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, including: word processing, spreadsheets, databases, photography, graphics, computerized mapping, geographical information system (GIS), e-mail, Internet, or other computer programs; provides current information for publication at STOF web sites.

- Operates/utilizes and maintains specialized equipment or tools associated with work activities, including: motor vehicle, ATV, boat, global positioning system (GPS), UAV (drone), digital camera, microscope, various hand tools, and various multi-probe scientific instruments.

Employee’s Initials
ENGLISH SCIENCE MANAGER

- Monitors inventory of ESS equipment and supplies; ensures availability of adequate resources needed to conduct work activities; initiates requisitions for new/replacement materials; obtains product information and competitive price quotes for prospective purchases.

- Coordinates projects and work activities with other STOF Departments, consultants, contractors, local municipalities, regulatory agencies, and other collaborators and stakeholders as needed.

- Communicates with ERMD leadership STOF Leadership, and STOF Office of General Counsel.

- Attends meetings, serves on committees, and makes presentations as needed; participates in workshops and STOF exhibits; prepares information and displays for Tribal Community presentations.

- Maintains a comprehensive, current knowledge of applicable environmental laws/regulations; maintains an awareness of new methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends professional meetings, workshops, and training sessions, as appropriate; presents work at professional meetings; publishes work in peer-reviewed scientific journals.

- Adheres to all Seminole Tribe of Florida policies and procedures.

- In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

- Performs additional related duties as required and assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Interest in the Seminole Tribe of Florida history, culture, and organization.
- Professional knowledge of environmental science and related disciplines, including: wetlands ecology, wildlife ecology and conservation, hydrology, chemistry, and natural resource/land management principles and methodologies.
- Considerable knowledge of environmental laws and regulations, including: threatened/endangered species, jurisdictional wetlands/waterways, and National Environmental Policy Act (NEPA).
- Demonstrated experience in the planning, funding, organization, administration, and evaluation of environmental programs.

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Employee’s Initials
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- Demonstrated skills in the use of GIS, databases, and statistical and graphical software packages, and Microsoft Office Suite.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and referencing such evaluation to identify and select alternatives.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory, and/or design data and information.
- Ability to perform simple and complex mathematical operations, including the ability to calculate surface areas, volumes, weights, and measures.
- Ability to exercise independent judgment, decisiveness, and creativity in the management of the ESS.
- Ability to support ERMD’s mission goals and objectives; support the informed decision making process.
- Strong desire to serve Tribal Leadership, the Tribal Community, and fellow employees with honesty and integrity.
- Ability to establish and maintain effective working relationships and communication with the Tribal Community, STOF Departments, co-workers, and the wider professional and lay public.

MINIMUM QUALIFICATIONS

Bachelor’s degree (Master’s degree, preferred) in Environmental Science, Biology, Ecology, Chemistry, Conservation Biology, Zoology, or closely related field; supplemented by five (5) years of experience and/or training that includes: environmental program administration, pollution control, water quality, wetlands ecology, threatened/endangered species, hydrology, water sample analysis, environmental assessment, ecological impact analysis, wetland delineation, wetland permitting, NEPA/EIS evaluation, invasive species management, waterway management, environmental code enforcement, GIS, environmental data acquisition/instrumentation, and computer expertise, is required. An equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be considered. Must possess and maintain a valid Florida driver’s license. Possession and maintenance of valid OSHA Certified Hazardous Material Operations certification is preferred. Demonstrate excellent organizational, interpersonal, and oral/written communication skills. Able to travel to all Reservations and work a flexible work schedule including evenings, weekends, and holidays as necessary.

Employee’s Initials
ENVIRONMENTAL SCIENCE MANAGER

PHYSICAL DEMANDS

Tasks require the ability to exert light to moderate physical effort in course of work, typically involving some combination of stooping, kneeling, crouching, and crawling, and may involve lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 45 pounds). Driving a company vehicle may be required.

WORKING CONDITIONS

Performance of essential functions may require exposure to adverse environmental conditions, including: dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, hazardous materials, traffic hazards, water hazards, bright/dim light, toxic agents, pathogenic substances, noxious plants, venomous reptiles, and animal/insect attacks and bites.

____________________________________/____________
Department Director Approval Date

I have reviewed the job description written above. I have had the opportunity to discuss it with my immediate supervisor(s) and understand the duties and responsibilities of this position.

_____________________________________/____________
Print Name Date

_____________________________________/____________
Employee Signature Date

Review Date: December 26, 2019. KC/ms