

# Job Description

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Job Title: Compliance Supervisor Job Code: 904302 Job Family: Compliance

Pay Grade: JC.17.17

FLSA: Exempt

EEO: Professionals

Department/Agency: Countywide Position Number(s): Multiple

Recommended Position Title(s): Environmental Programs Manager

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management - Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations management – **Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources;** utilizes operational knowledge to make sound decisions.
- Strategic Leadership- Determines the strategic direction of the team or department in alignment with overall County **goals; effectively communicates strategies internally and externally' creates a culture to support strategies and provides** mechanisms to implement them; fosters buy-in and enthusiasm with employees.

## Essential Duties:

- Oversees code compliance program ensuring that activities comply with regulations, codes, and regulatory agencies/department requirements; develops revisions to established processes and procedures to conform to changes in environmental laws and regulations.
- Oversees agency emergency response program; oversees safety program for the agency, including occupational and environmental safety concerns; oversees the investigation of incidents which impact the environment e.g., spills or the release of noxious fumes, and responds to citizen complaints, ensuring appropriate abatement/remedial actions are taken; ensures contractors are in place to act in emergency response.
- Analyzes the potential environmental impacts of proposed projects and makes recommendations on changes that are necessary to bring projects into compliance with environmental laws and regulations; sponsors/promotes environmental education and outreach programs, as well as programs designed to ensure the safety of staff exposed to environmental hazards; oversees and/or conducts research into environmental issues, prepares technical analysis of results of study work and presents to management, boards, or regulatory agencies/departments.
- Oversees and/or conducts environmental monitoring tasks using sophisticated equipment.

## Job Description

### Supervisory Responsibilities:

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

*Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.*

### Minimum Job Requirements:

**Bachelor's degree in Environmental Health, Biology, or related field and four (4) years of related experience is required.**

Applicant must submit to and pass a pre-employment, post-offer, and annual Hazard Materials Physical Examination and Respiratory Fit Test.

*Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.*

### Preferred Job Requirements:

**Master's degree in related field of study**, and previous supervisory experience in a related field are preferred. Certification in job specific area(s) (or eligible to sit for the exam – exam would need to be taken and passed within first 6 months of employment).

### Education/Experience Substitutions:

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### Physical, Environmental, and Special Working Conditions:

Within sixty (60) days of hire, employees (select DHE and EMS positions) must produce proof of immunization, proof of immunity, proof that immunization is medically contraindicated, submit a written objection to immunization based upon a sincerely held religious belief, or receive vaccination for the following: Measles, Mumps, and Rubella (MMR); Tetanus Diphtheria and Acellular Pertussis (TDAP); and Varicella (Chickenpox).

Successful completion of Hazard Materials Physical Examination which includes Blood and Urine samples, auditory test, spirometry test, chest x-ray, Electrocardiogram (EKG), test for Hepatitis B plus vaccination, and a respiratory fit test.

All County employees may be called upon to assist other departments in a declared emergency situation.