

**DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION**

Working Title: Remediation and Redevelopment Regional Program Supervisor
Classification: Natural Resources Region Program Manager

POSITION SUMMARY: This position is responsible for the supervision and implementation of the Remediation and Redevelopment Program within the Environmental Management Division, for integrating activities within this program within the assigned geographic area and for integration among those programs and all other DNR programs within the assigned geographic area. This position is responsible for directing all aspects of the Remediation and Redevelopment Program and is accountable for implementation of all aspects of this program. This position is responsible for developing, directing, coaching, mentoring and supervising permanent and LTE staff. This position serves on the Remediation and Redevelopment Program management team and is expected to be an active contributor. Customer and partner groups may include local governments, businesses, consulting firms, manufacturing industries, non-profit organizations, tribal governments, DNR staff, citizens, and other government and educational representatives.

REPORTS TO: This position reports to the Remediation and Redevelopment Program Field Operations Director and directly supervises professional and technical staff in their implementation of the Remediation and Redevelopment program in the assigned geographic area.

LOCATION: South Central Office – Fitchburg

GEOGRAPHIC RESPONSIBILITIES: This position is responsible for implementing the Remediation and Redevelopment Program in counties in southcentral Wisconsin. As workload and other priorities dictate, the position will also be available to assist other teams across established geographic boundaries as requested, or statewide.

TRAVEL REQUIREMENTS: Frequent travel within the assigned geographic area, periodic travel into neighboring districts as well as occasional statewide travel.

RESPONSIBILITIES and OUTCOMES

This position has oversight for the following program areas and is responsible for producing technical, managerial and leadership outcomes achieved through key work processes and activities.

20 % Goal A: Leadership, Management & Administration of the Remediation and Redevelopment Program

- A1. Develop a Remediation and Redevelopment Program specific work plan for the assigned geographic area that details goals and objectives and is aligned with program and division leadership priorities.
- A2. Provide guidance to staff on managerial and administrative matters to assure consistent and integrated program implementation across the geographic area.
- A3. Provide direction, interpretation and guidance to staff on policy matters, established program practices, and processes.
- A4. Develop a system/process to implement routine program operations and processes.
- A5. Establish a process or system to manage and track the budget and other assigned resources.

- A6. Provide support for a culture of superior environmental performance and integration/cooperation with the Cooperative Environmental Assistance Program.
- A7. Promote continuous process improvement within the area, programs and division.
- A8. Provide guidance and monitor implementation of safe-work practices to produce and maintain an excellent safety record, consistent with program and division guidelines.
- A9. Sign permits, plan approvals, case closures, remedial options, environmental enforcement letters and other decision documents for the Remediation and Redevelopment Program for facilities and activities within the assigned geographic area.

25 % Goal B: Talent Development & Supervision

- B1. Ensure staff are aware of and understand the Department's, Division's and Program's mission, vision and goals.
- B2. Create an achievable work plan for each staff member.
- B3. Establish strong, effective, trust-based relationships with and between each staff member.
- B4. Build a technically competent workforce through guidance, training and mentoring.
- B5. Build an engaged, healthy workforce through guidance and coaching on interpersonal matters.
- B6. Monitor and track staff performance to ensure accountability.
- B7. Monitor workplace dynamics (i.e. conflict management, respect) and address areas of under or non-performance and bring to a sustainable conclusion.
- B8. Adhere to civil service, Department and Division protocols and practices required of classified supervisory staff (i.e. recruitment, hiring, performance reviews, etc.)

25 % Goal C: Implementation of the Remediation and Redevelopment Program activities consistent with established policies, guidance and requirements in state and federal laws and regulations.

- C.1. Develop systems and processes to monitor the effectiveness of program implementation and integration.
- C.2. Monitor and enforce compliance with statutes, rules, handbooks and other program policy.
- C.3. Make decisions that result in solutions for enhanced field operations.
- C.4. As part of the Program Management team, identify customer service related initiatives, activities, etc. to ensure responsiveness and enhance delivery of products and services.
- C.5. Establish a process to determine how to optimally shift resources as workload demands.
- C.6. Redirect staff time and workload to meet emerging needs.
- C.7. Review, approve and audit, as necessary, products to ensure technical competency, program consistency and compliance.
- C.8. Collaborate with team in performing program activities.
- C.9. Ensure the Remediation and Redevelopment Program implementation in the assigned geographic area is well managed, and integrated as appropriate within the division and across divisions.
- C.10. Prepare accomplishment and other required reports at the established intervals to track performance progress.

15 % Goal D: Ensure team participation and integration with program objectives and goals

- D1. Work with program and project teams to establish program objectives and priorities to be used in making staff assignments.

- D2. Work with team members to develop and implement program-wide evaluation processes to receive customer feedback and make continuous improvements to the Remediation and Redevelopment Program.
- D3. Represent perspective of the assigned geographic area in the formulation of all the Remediation and Redevelopment Program policy.
- D4. Develop formal and informal relationships with internal staff.
- D5. Develop formal and informal relationships with external stakeholders.
- D6. Ensure that issues important to the geographic area are effectively integrated into the decision making processes of operations and leadership teams.
- D7. Collaborate on statewide direction, policy development and implementation on pertinent Remediation and Redevelopment Program issues.
- D8. Foster a culture of integration and teamwork and respect in the assigned geographic area to cultivate collaborative thinking.

15 % Goal E: Create and maintain healthy partnerships with internal and external partners as a result of on-going communication and collaboration necessary to achieving the Department, the Environmental Management Division, and the Remediation and Redevelopment Program's broader, long term goals.

- E1. Contribute to communication strategies for internal staff and external partners.
- E2. Communicate program changes, updates, goals etc. to internal staff and external partners.
- E3. Monitor the current strength and effectiveness of existing partnerships and implement changes as appropriate.
- E4. Assess potential new partnership opportunities and make recommendations to Division/Program leadership.
- E5. Facilitate conflict resolution regarding technical decisions to address and resolve professional disagreements at the local level.
- E6. Work with other stakeholders to foster understanding, involvement and support for program objectives and issues and to advance the department/division/program's mission and strategic direction.

Knowledge, Skills and Abilities

- Knowledge of applied environmental protection programs such as contaminated site cleanup, waste, air management, water quality, drinking water.
- Knowledge of principles and practices of environmental sciences, chemistry, biology, geology, environmental engineering.
- Ability to provide leadership in an environmental program.
- Skill in the use of word processing software to produce finished documents, spreadsheet software to tabulate and/or analyze data, presentation software to convey information to groups, air photo interpretation, and email software necessary to communicate with others.
- Knowledge of all aspects of the Remediation and Redevelopment Program supervised
- Knowledge of other State, Federal and local government agencies and their roles/programs related to the Remediation and Redevelopment Program.
- Knowledge of Remediation and Redevelopment Program and Environmental Management Division interests within the state.
- Knowledge of other DNR programs as they pertain to the work of the District.

- Knowledge of state statutes, administrative rules, policies, and programs applicable to programs within Remediation and Redevelopment purview.
- Knowledge of DNR specific policies and procedures pertinent to the Remediation and Redevelopment Program and the Environmental Management Division.
- Skill in using Remediation and Redevelopment Program management methods including policy interpretation, implementation, monitoring and evaluation.
- Skill in administrative and management including resource allocation and monitoring, budget management, contracting procedures, and human resources policies and procedures, particularly with a geographically dispersed workforce.
- Knowledge of DNR policies, regulations, handbooks, and manual codes.
- Knowledge of relevant state statutes and administrative codes to proceed with necessary levels of enforcement.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:

Strength requirements for the position are on a continuum:

Light Work: Exerting up to 20 pounds of force occasionally (activity or conditions exist up to 1/3 of the time) and/or up to 10 pounds of force frequently (activity or conditions exist from 1/3 to 2/3 of the time).

Physically, the position will require the following physical activities each limited to less than 25% of the time: Bending at the waist, lifting, carrying, pushing and pulling, reaching, handling, sitting (particularly for long periods of time), talking, hearing, seeing and walking.

Environmentally, the position will spend at least 75% of the time indoors. Outdoor work will only occur with periodic field visits.

Equipment Used: General office equipment, such as fax machine, photocopier, cellular telephone and computer, including word processing, spreadsheet, database and multimedia presentation software. The position is also required to travel occasionally throughout the state; therefore they must have the ability to travel to locations statewide.