

**DEPARTMENT OF NATURAL RESOURCES  
POSITION DESCRIPTION**

**Working Title:** Remediation & Redevelopment Field Operations Director

**Classification:** Natural Resources Manager

**Program:** Remediation & Redevelopment (RR) and Environmental Management Division

**Purpose of the Position:** This position assists the Program/Bureau Director as a leader and strategist in developing and ensuring consistent implementation of a comprehensive statewide remediation and redevelopment program. This includes assuring that state and federal remediation and redevelopment laws are met. This position oversees the implementation of all policy, planning, personnel and budget activities associated with the RR program's field activities. This position monitors statewide program metrics relating to field activities and ensures that those metrics are being achieved or corrective measures are taken to address shortcomings. In the absence of the Program/Bureau Director, this position represents the Department in external contacts with the Governor's Office, the legislature, local government leaders, federal agencies such as the United States Environmental Protection Agency (EPA), regional and national remediation and redevelopment-related organizations, and a wide variety of public groups, private businesses, and associations. This position directly supervises the RR program's field supervisors statewide.

**Location, Position's Geographic Scope & Travel Requirements:** The position is located in the central or field headquarter offices of the Department of Natural Resources in Madison, Milwaukee, Fitchburg, Green Bay, Eau Claire, Rhinelander or Spooner. The position requires regular travel throughout the state and may occasionally travel nationally.

**Scope of Authority:** This position is supervised by the RR Program/Bureau Director and is a member of the RR Management Team. The position directly supervises the RR program's field supervisors.

**TIME % Responsibilities and Duties**

**30% A. Ensures program integration, consistency, implementation and coordination within the RR program and Environmental Management Division by the field offices as well as with other Department programs and external partners.**

- A1. Integrates, coordinates and ensures consistency of program field operations within the RR program; effectively coordinates projects spanning across division programs within the EM Division with counterparts in other programs; and proactively coordinates with field managers and supervisors on projects that span across divisions within the Department.
- A2. Oversees and manages the development of field operation policies and communicates implementation procedures to all affected parties to ensure uniform and consistent application.
- A3. Encourages cooperative resolution of both external and internal policy implementation disputes.
- A4. Represents Wisconsin's RR program on regional and national remediation and redevelopment-related pollution control organizations when requested by the Program/Bureau Director.
- A5. Works with other governmental agencies, the tribes, and other department divisions and field units on matters of program integration, coordination, policy development and implementation. Participates on or leads work groups, as directed.

A6. While representing the field operations of the RR program, maintains communication with the Policy, Program and Operations Director (PPOD), section chiefs and obtains cooperation of PPOD, section chiefs, program coordinators and others in the development of field issues, policies and procedures and initiatives.

**25% B. Supervises and guides RR program field supervisors and staff assigned to the field offices.**

- B1. Trains, assists, coaches and mentors RR program field supervisors and field staff to develop, enhance and/or improve their technical, managerial and interpersonal competencies.
- B2. With the RR program's management team, establishes employee performance objectives and monitors the work performance and expected accomplishments of the supervised personnel.
- B3. Performs required supervisory responsibilities including hiring, training, evaluating performance, discipline and handling grievances as requested.
- B4. Monitors harassment and discrimination policies to ensure a respectful and inclusive environment.
- B5. Supports the training and developmental opportunities for all supervisors and staff.
- B6. Manages resources in the field to adjust to fluctuating workloads, when needed and at the direction of the Program/Bureau Director.

**20% C. Provides leadership and assists with strategic direction planning in the development, interpretation, implementation, and evaluation of RR program policies and activities set forth by the Program/Bureau Director, RR program management team and Environmental Management Division's management team.**

- C1. At the direction of the program director, works with other state and federal agencies, local governments and organizations on a collaborative basis to address remediation and redevelopment activities.
- C2. Maintains working relationships with external statewide groups and federal agencies and solicits partners to promote a variety of remediation and redevelopment-related pollution control and prevention activities, ensuring that sustainability is always considered.
- C3. Provides leadership and direction on regulatory innovation and streamlining within the RR program to achieve improved environmental and public health protection and promoting increased program efficiencies.
- C4. In the absence of, or as directed by, the Program/Bureau Director, responds to inquiries from department managers outside the RR program, the legislature, regulated parties, tribes, the press and the general public.
- C5. As assigned, develops, in cooperation with other staff, Department policy positions on proposed federal legislation (including federal budget proposals), policies and procedures, and advises the Program/Bureau Director, Division and Department administration, Governor's Office, Congressional Representatives and interest groups of potential impact on the Environmental Management Division.
- C6. Completes special projects as assigned by the Program/Bureau Director or Division administration.

**20% D. Provides leadership in all facets of RR program field operations.**

- D1. Establishes program objectives and priorities for field operations.
- D2. Assists Program/Bureau Director with budgeting and work planning.
- D3. Leads the development of customer surveys for field operations.
- D4. Provides leadership on staffing needs, legislative requests, administrative code changes, and strategic planning initiatives.
- D5. Oversees field communications and administrative RR program field issues.

- D6. Assigns and schedules work for the RR program field supervisors, as necessary and in cooperation with the Program/Bureau Director.
- D7. Establishes priorities with the Program/Bureau Director to allocate personnel and financial resources, physical resources, balance workload, and develop and maintain performance measures.
- D8. If assigned, serves as Program/Bureau Director during their absence. Attends meetings on behalf of the Program/Bureau Director, chairs program staff and section chief meetings, and oversees section chiefs. Provide briefing to Program/Bureau Director of significant issues/concerns following return from their absence.
- D9. At the direction of the Program/Bureau director, responds to and resolves complaints related to the RR program that relate to statewide consistency and issues of statewide concern. As directed, encourages cooperative resolution of both external and internal policy implementation disputes.

**5% E. Serve as a member of the RR program management team and an ad hoc member of the Environmental Management Division's management team to determine statewide policies on Division issues and concerns.**

- E1. Participates in setting Division directions and policy.
- E2. Works with Administrator and team members to resolve politically sensitive RR program-related issues, consistency issues across programs, and issues that may have cross-program impacts.
- E3. Serves as a member of the RR program's management team.
- E4. Meets regularly with other field operations managers in other Environmental Management Division programs to ensure cross-program integration.

**Knowledge, Skills, and Abilities**

- Knowledge of environmental protection/natural resources management, business management and/or environmental science or engineering.
- Knowledge of environmental protection programs.
- Skill in leading an environmental or natural resource areas.
- Skill in program or project management and administration (policy development and analysis; program planning, implementation and evaluation; setting goals and objectives and implementing total quality improvement principles).
- Skill in partnership and collaborative decision-making.
- Skill in coaching and mentoring for development of employees.
- Knowledge of all aspects of the RR program in Wisconsin.
- Knowledge of all Environmental Management Division programs.
- Knowledge of all Department programs.
- Knowledge of program management processes of the Department.
- Knowledge of legislative processes, DNR rule-making process and Wisconsin's conservation and environmental laws and regulations.
- Knowledge of the external stakeholders involved in Wisconsin's remediation and redevelopment activities.

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL FACTORS**

Strength requirements for the position are on a continuum:

Sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force) for 100% of the time.

Physically, the position has no physical requirements; however, sitting will be over 75% of the time.

Environmentally, the position will spend approximately 75% of the time indoors.

#### **EQUIPMENT USED IN PERFORMING THE POSITION**

Computer including word processing, spreadsheet, database, and multimedia presentations software. Fax machine, telephone, photocopier and calculator.