

COMMISSIONER OF ENVIRONMENT & PLANNING

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GENERAL STATEMENT OF DUTIES:

Organizes, administers and directs the planning, environmental quality control, drainage and flood control, solid waste management, sewerage development and management functions vested in the executive branch of county government; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is an important Department Head position having the powers and duties for the control and enhancement of the quality, use or enjoyment of environmental resources within the County. This position receives general direction from the County Executive. The Commissioner oversees the department and exercises general supervision over three Deputy Commissioners.

EXAMPLES OF WORK: (Illustrative Only)

Investigates environmental problems; seeks to determine and implement solutions;  
Administers federal and/or state environmental regulation and programs when authorized by appropriate federal and/or state authorities;  
Administers and amends a county environmental quality code (pursuant to Sec.903 of the Erie County Chapter);  
Inspects any property or premises to investigate pollution sources, ascertain compliance or non-compliance with regulations and orders, or make surveys and tests for construction projects(pursuant to Sec. 9.02 of the County Administrative Code);  
Advertises for construction bids on sewerage projects, opens such bids publicly, submits recommendations for contract award, and approves or recommends approval of change orders on such projects;  
Assists local governments, on their request, by furnishing technical advice, information and recommendations concerning environmental and planning matters;  
Promotes comprehensive community planning and development controls.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, techniques, practices and administration of environmental programs as related to the control of air, water and land pollution; working knowledge of community planning principles and enabling legislation, the New York Environmental Conservation Law and the County Environmental Quality Code; outstanding ability to confer advantageously with top level administrative and municipal personnel to insure compliance with environmental programs; ability to express ideas clearly, both orally and in writing; ability to develop and maintain good public relations; good administrative ability; initiative and resourcefulness; dependability; good health and emotional maturity.

ACCEPTABLE TRAINING AND EXPERIENCE:

- (a) Baccalaureate Degree in Natural Resources Science, Engineering, Community Planning or other appropriate field; and
- (b) Suitable experience in private or public administration and environmental control or regional, county or municipal planning.