Vacancy Notice

The Missouri Department of Natural Resources is seeking applicants for an Environmental Manager position in the St. Louis Regional Office. A successful candidate will combine a positive attitude with a solid foundation of scientific and technical knowledge, have good written and verbal communication skills, and will be adept at research and deductive reasoning.

Duties include:

- Manage the St. Louis Regional Office's Drinking Water and Wastewater Section, which includes the Public Drinking Water Unit, the Water Pollution Unit, and the Engineering and Compliance Assistance Unit.
- Directly supervise 3 unit chiefs, indirectly supervise 16 non-supervisory staff. Review written reports and letters for each technical area, to ensure they meet technical and quality standards as per all applicable policy and directives.
- Assist the Regional Director and direct section staff in the planning of the Water Section's annual work plan. Develop/implement strategies and procedures for successful performance of work. Monitor progress toward goals through tracking and metrics. Ensure the target goals are met by the end of the fiscal year as indicated in the annual work plan, as well as completing ongoing demand work. Train staff, evaluate training needs, and performance. Participate in the hiring process. Ensure compliance with Department, Program, and Regional Office policies and procedures. Notify management immediately regarding personnel performance or behavior issues and resources needed.
- Assist in helping the office stay current on Department, Program, and Regional Office policies, procedures, and directives and assist in their interpretation and communication to staff. Assist in the development of policies and procedures as needed to ensure efficient use of resources. Review/approve leave requests, timesheets, expense reports, and applications for needed training. Provide guidance, direction, and decisions on unusual technical work and help manage staff during emergency situations.
• Screen, assign, and respond to environmental release notifications, coordinate activities of Water Section staff on multi-media situations and ensure proper follow-up occurs in a timely manner
• Provide advice, guidance, direction, and oversight for special projects and routine operations involving overall management of the Regional Office, and complete special assignments and projects, as directed by the Regional Director. Provide backup in the absence of the Regional Director and help ensure the office continues to operate effectively, DNR programs and management are being responded to appropriately, and the public is being served well.
• Communicate regularly on routine work to the Regional Director as well as other programs and regions. Be able to identify and help manage high profile, complex environmental or technical issues. Utilize the appropriate Department tools to communicate to other programs and management. Respond to requests for input and other information from the Programs or DNR Management. Work with Programs and DNR Management to develop/implement changes and strategies, establish priorities, and respond to special requests from citizens, elected officials, special interest groups, and others.
• Attend training, meetings, and conference calls as required or on behalf of the Regional Director as needed or requested.
• Other duties as necessary or assigned.

Requirements:
• Meet Environmental Manager classification requirements
• Ability to travel/valid driver’s license
• Ability to climb stairs and walk over rough terrain
• Good oral and written communication skills
• Skilled in use of personal computers, various software, and databases

Desired qualities and skills:
• Excellent interpersonal and communication skills
• Self-motivated and able to perform field activities without assistance or support
• Excellent writing skills
• Commitment to customer service
• Experience in environmental work, management, experience and/or formal education in drinking water and/or water pollution
• Environmental testing of various media, environmental inspections work, training of staff, and emergency management