



UNIVERSITY OF NORTH CAROLINA WILMINGTON

## Environmental Specialist *Competency Profile*

**DESCRIPTION OF WORK:**

Employees in this class perform technical and professional assignments in the coordination of environmental programs, environmental planning, impact assessment, inspection of environmental facilities or systems, and/or design and conduct scientific studies. Work is multi-disciplinary and assignments address moderately complex environmental issues, problems, and/or projects. Work may involve the review and evaluation of existing data, facilities, and/or systems; collection of data; research of literature and/or consultation with professionals in the field; and/or the evaluation of environmental issues, problems, and new or revised regulations. Scientific studies involve participation in project objectives; determining and/or adapting procedures; and collecting, analyzing and interpreting data. Work requires report writing, including the accurate recording of data collected. Provides technical guidance to others. May supervise the work of others. Program areas of assignment may include one or more of the following: environmental audits and compliance management; environmental management in areas such as water and air quality, emergency response, recycling coordinator or others.

<b>ROLE DESCRIPTIONS BY COMPETENCY LEVEL</b>		
<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<p>Employees in this class perform technical and professional assignments in the coordination of environmental programs, the inspection of environmental facilities or systems, environmental planning, and/or impact assessment. Work assignments address routine environmental issues, problems, and/or projects. Work may involve the review and evaluation of existing data, facilities, and/or systems; collection of data; research of literature and/or consultation with professionals in the field; and/or the evaluation of environmental issues, problems, and new or revised regulations. Work requires report writing, including the accurate recording of data collected. May provide technical guidance to others.</p>	<p>Employees in this class independently perform technical and professional assignments in the coordination of environmental programs, the inspection of environmental facilities or systems, environmental planning, impact assessment, and/or design and conduct scientific studies. Work is multi-disciplinary and assignments address moderately complex environmental issues, problems, and/or projects. Work may involve the review and evaluation of existing data, facilities, and/or systems; collection of data; research of literature and/or consultation with professionals in the field; and/or the evaluation of environmental issues, problems, and new or revised regulations. Scientific studies involve participation in project objectives; determining and/or adapting procedures; and collecting, analyzing and interpreting data. Work requires report writing, including the accurate recording of data collected. Provides technical guidance to others. May supervise the work of others.</p>	<p>Employees in this class perform highly technical and professional assignments in the coordination of complex environmental programs, in the inspection of environmental facilities or systems, environmental planning, impact assessment, and/or design and conduct scientific studies. Work is multi-disciplinary and assignments address complex environmental issues, problems, and/or projects. Work may involve the review and evaluation of existing data, facilities, and/or systems; collection of data; research of literature and/or consultation with professionals in the field; and/or the evaluation of environmental issues, problems, and new or revised regulations. Scientific studies involve participation in project objectives; determining and/or adapting procedures; and collecting, analyzing and interpreting data. Work requires report writing, including the accurate recording of data collected. Manages the work of others.</p>

<b>Competencies</b>	<b>Definition</b>
<b>Technical Knowledge</b>	Demonstrates knowledge of the environmental program procedures, methods, and practices and their application to specific situations, and knowledge of environmental area(s) of assignment. Keeps current in equipment and standards and safety. Knowledge of specific codes and processes. Use of software packages to depict picture of engineering project. Specialized at the advanced level. May involve federal and state regulation knowledge and interpretation.
<b>Environmental Program Management</b>	Coordinates and administers moderately complex and /or intricate environmental program; manages resources; monitors activities; assesses environmental risks and quality control; manages multiple, concurrent projects or assignments; and supervises the work of others. May identify environmental program objectives, methods, and quality control measures
<b>Data Collection and Analysis</b>	Performs environmental tests, procedures and experiments applying and utilizing specialized skills, knowledge and equipment of moderate complexity and/or intricacy; and modifies and refines techniques and procedures to meet environmental program objectives. Performs statistical analysis; interprets and evaluates results; prepares reports and/or presentations; and monitors and collects environmental data to assess accuracy, validity, and integrity.
<b>Communication</b>	Communicates technical information regarding programs and/or regulations to individuals and groups both within and outside work unit in a manner suited to the characteristics and needs of the audience. Clearly and concisely conveys information orally or in writing to individuals or groups. Listens and responds appropriately to others.
<b>Leadership</b>	Demonstrated skills and abilities needed to coordinate, facilitate, and participate in a collaborative approach to the completion of tasks or assignments. May include supervision of others.

Note: Competency statements are progressive and not all competencies apply to every position/employee. Evaluate only those that apply.

Competency	Contributing	Journey	Advanced
<p><b>Technical Knowledge:</b> Demonstrates knowledge of the environmental program procedures, methods, and practices and their application to specific situations. And knowledge of environmental area(s) of assignment. Keeps current in equipment and standards and safety. Knowledge of specific codes and processes. Use of software packages to depict picture of engineering project. Specialized at the advanced level. May involve federal and state regulation knowledge and interpretation.</p>	<p>Demonstrates professional skill and/or knowledge in environmental area(s) of assignment and keeps current with developments and trends in the environmental area(s) of expertise, State and EPA rules and regulations. Demonstrates knowledge of the environmental program procedures, methods, and practices and their application to specific situations.</p>	<p>Demonstrates considerable professional skill and/or knowledge in environmental area(s) of assignment and keeps current with developments and trends in the environmental area(s) of expertise, State and EPA rules and regulations. Demonstrates knowledge of the environmental program procedures, methods, and practices and their application to specific situations.</p>	<p>Demonstrates in-depth professional skill and/or knowledge in environmental area(s) of assignment and keeps current with developments and trends in the environmental area(s) of expertise, State and EPA rules and regulations. Demonstrates knowledge of the environmental program procedures, methods, and practices and their application to specific situations. Serves as technical expert and resource</p>
Competency	Contributing	Journey	Advanced
<p><b>Environmental Program Management:</b> Coordinates and administers moderately complex and /or intricate environmental program; manages resources; monitors activities; assesses environmental risks and quality control; manages multiple, concurrent projects or assignments; and supervises the work of others. May identify environmental program objectives, methods, and quality control measures</p>	<p>Coordinates and administers routine environmental program; manages resources; monitors activities; assesses environmental risks and quality control; manages assignments; and may supervise the work of others. May identify environmental program objectives, methods, and quality control measures.</p>	<p>Coordinates and administers moderately complex and /or intricate environmental program; manages resources; monitors activities; assesses environmental risks and quality control; manages concurrent projects or assignments; and supervises the work of others. May identify environmental program objectives, methods, and quality control measures.</p>	<p>Manages complex and /or intricate environmental program; manages resources; monitors activities; assesses environmental risks and quality control; manages multiple, concurrent projects or assignments; and supervises the work of others. Identifies environmental program objectives, methods, and quality control measures.</p>

<b>Competency</b>	<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<p><b>Data Collection and Analysis:</b> Performs environmental tests, procedures and experiments applying and utilizing specialized skills, knowledge and equipment of moderate complexity and/or intricacy; and modifies and refines techniques and procedures to meet environmental program objectives. Performs statistical analysis; interprets and evaluates results; prepares reports and/or presentations; and monitors and collects environmental data to assess accuracy, validity, and integrity.</p>	<p>Performs routine environmental tests, procedures and experiments requiring knowledge of program equipment. Performs statistical analysis; summarizes results; prepares reports and/or presentations; and monitors and collects environmental data to assess accuracy, validity, and integrity.</p>	<p>Performs environmental tests, procedures and experiments applying and utilizing specialized skills, knowledge and equipment of moderate complexity and/or intricacy; may modify techniques and procedures to meet environmental program objectives. Performs statistical analysis; interprets and evaluates results; prepares reports and/or presentations; and monitors and collects environmental data to assess accuracy, validity, and integrity.</p>	<p>Performs environmental tests, procedures and experiments applying and utilizing specialized skills, knowledge and equipment of considerable complexity and/or intricacy; and modifies and refines techniques and procedures to meet environmental program objectives. Performs statistical analysis; interprets and evaluates results; prepares reports and/or presentations; and monitors and collects environmental data to assess accuracy, validity, and integrity. Reviews the work of others.</p>
<b>Competency</b>	<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<p><b>Communication:</b> Communicates technical information regarding programs and/or regulations to individuals and groups both within and outside work unit in a manner suited to the characteristics and needs of the audience. Clearly and concisely conveys information orally or in writing to individuals or groups. Listens and responds appropriately to others. Trains and educates others.</p>	<p>Communicates inspection, planning and design results and recommendations effectively to mid-level managers and administrators verbally, followed by a written report. Conveys general rules and regulations to campus clients. Delivers routine training on a regularly scheduled basis for assigned work units. Disseminates educational information tools to aide in educational awareness.</p>	<p>Interprets inspection, planning and design results and recommendations effectively to higher-level administrators; implements recommendations. Interprets rules and regulations based on campus inquiries. Designs and develops training programs; coordinates and trains others in area of assignment to meet the level of the audience. Designs and develops educational materials of moderate complexity or for a specialized area</p>	<p>Communicates major investigation and actions, internal and external to the organization. Interprets regulations in technical area of expertise for others both internal and external to the organization, including the media. Utilizes significant technical expertise to serve as Subject Matter Expert in developing and implementing new or original programs; evaluate effectiveness of the training programs. Analyzes and identifies specialized environmental standards and educational resources requiring significant analysis to determine training materials and communication methods.</p>

Competency	Contributing	Journey	Advanced
<p><b>Leadership:</b> Demonstrated skills and abilities needed to coordinate, facilitate, and participate in a collaborative approach to the completion of tasks or assignments. May include supervision of others.</p>	<p>May serve as a member on a program/project team and helps develop project solutions. May serve as a team leader. Promotes program goals and objectives.</p>	<p>Develops and manages program/project plan. Provides consultation on issues and requests from clients. Consults with higher-level professionals to discuss alternative solutions. May supervise staff. Develops and implements short-term strategies consistent with program goals.</p>	<p>Provides program/project leadership in planning and organizing the work of others. Works collaboratively to manage issues. Evaluates and recommends resource needs. Consults with senior level decision-makers on an on-going basis. May supervise staff. Participates in the development of long-range strategic goals. Builds client support of work group objectives.</p>

**Recommended Minimum Training Guideline:** Necessary special qualification - Graduation from a four year college or university with a major in one of the agriculture, biological, engineering, environmental, natural resources sciences or closely related curriculum and one year of experience that provides the employee with the functional work experiences needed to perform the work; or an equivalent combination of training and experience.

All degrees must be received from appropriately accredited institutions.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.