



**Appointment Type:** Permanent  
**Working Time:** Full Time  
**Reference Code:** NB00019464\*  
**Opening Date:** 10/29/2009  
**Closing Date:** 11/09/2009



## **HWTR - SWRO Section Manager / WMS Band 2**

**\$5,172 to \$6,543 per month, depending on qualifications (WMS Band 2)**

### **Agency Information**

#### MISSION & VISION

The Department of Ecology's mission is to protect, preserve and enhance Washington's environment, and promote the wise management of our air, land and water for current and future generations.

This means protecting both humans and the environment from pollution; restoring and preserving important ecosystems that sustain life; and finding ways to meet human needs without destroying environmental resources and functions. Fundamental to achieving these results lies in our everyday interaction with citizens, stakeholders, and the public we regulate. We treat our customers as partners and collaborators: provide respectful and prompt service; explore creative solutions for the best results; and act with integrity. Also critical is maintaining effective infrastructures and a workforce that is committed, productive and successful. We invest in our employees to create and sustain a working environment that encourages creative leadership, teamwork, professionalism and accountability.

The citizens of Washington trust that the Department of Ecology supports and assists them in promoting the sustainable environmental and economic well being of the state. That trust, coupled with our effectiveness, helps Ecology to continue to receive the support it needs to advance our environmental mission.

To learn more about our Agency, please visit our website at: [www.ecy.wa.gov](http://www.ecy.wa.gov)

#### POSITION INFORMATION:

There is one current vacancy with the Department of Ecology, Hazardous Waste and Toxic Reduction Program, Southwest Region in Lacey, Washington.

### **Duties**

This position will be assigned several areas of responsibility:

1. Serves as Section Manager for the Hazardous Waste and Toxics Reduction Program - Southwest Regional Office (SWRO) and reports to the HWTR Program Manager. This position supervises the SWRO section of HWTR which is the implementing section for the program in twelve counties in southwestern Washington. Its purpose is to manage implementation of hazardous waste rules, and assist in compliance and toxic waste/substance reduction planning and implementation. Ensure that the public and regulated entities are provided appropriate information and technical

**Requisition Title:** 4610 WMS2 HWTR SWRO NB00019464

assistance on hazardous waste management. As a member of both the program and regional management teams, is a focal point to ensure that agency rules are applied consistently.

2. This section implements the hazardous waste laws and regulations, the pollution prevention laws and regulations and at Treatment Storage and Disposal Facilities (TSDf) implements the Model Toxics Control Act laws and regulations. This section administers permits at all TSDf's within the region. This section is responsible for implementation of technical assistance strategies and outreach to all affected members of the public. The position requires complex judgment which significantly affects hundreds of businesses, municipal, local, state and federal governments, and the general public.

3. This position manages an organization of 22 employees, including seven staff which directly report; two unit supervisors, four technical staff and one secretary senior. Decisions from this position can have a significant impact on the agency and the state. This position constantly requires the use of advanced management skills, policy analysis, negotiation skills, and a thorough understanding of environmental laws and regulations. This position must have the ability to work effectively with the public entities, local government, businesses, environmental groups and staff. This position has direct delegated authority to approve and issue permits, permit modifications, enforcement actions, enforcement settlements, rule interpretations and guidance documents which affects county governments, municipalities, other state and federal agencies, businesses, industry and the general public.

## **Qualifications**

### **REQUIRED**

- > A Bachelor's degree involving major study in an environmental, physical, or natural science, engineering, planning, business administration, education or closely allied field.
- > Four years of professional experience in environmental regulation, analysis, control, planning, or community outreach.
- > At least five years of Supervisory or Management experience.
- > Washington State Driver's License.

### **REQUIRED SKILLS & ABILITIES**

This position requires an good knowledge of state and federal HW management and pollution prevention laws, rules and policies, a general, working knowledge of air, water, solid waste, toxic cleanup, and State Environmental Policy Act regulatory requirements, a knowledge of HW management problems and practices, a past and current knowledge of agency and program policies, a knowledge of organizational functions and roles.

This position must have the skills to communicate effectively with all levels of the public, government and agency employees; to balance complex technical, societal and policy issues in order to make defensible decisions to accomplish the program objectives; to bring together diverse and divisive stakeholders to build acceptance of decisions; to lead, support, motivate, mentor and train professional, technical and clerical staff. This position must be able to deliver difficult messages in a clear and professional manner.

### **DESIRED**

**Requisition Title:** 4610 WMS2 HWTR SWRO NB00019464

- > Has management or leadership experience showing a commitment to and record of outstanding service.
- > Has experience in leading a diverse workforce, creating and maintaining a positive and collaborative work environment and ensuring staff are motivated, trained, assessed and deployed to achieve program goals.
- > Has experience developing and implementing short and long-term strategic directions.

#### DESIRED SKILLS & ABILITIES

- > Demonstrated ability to understand environmental legislation and regulations at the federal, state and local levels.
- > Demonstrated ability to develop and maintain key relationships with co-workers and Ecology staff.
- > Demonstrated ability to communicate effectively, both verbally and in writing.
- > Demonstrated ability to review and understand complex technical documents.
- > Demonstrated ability to apply negotiation and conflict resolution skills.
- > Demonstrated ability to actively coach and/or mentor other staff to maximize their success on the job.
- > Ability to work effectively in a stressful environment, prioritizing tasks and managing workload to meet requirements or deadlines with accurate and high quality results.
- > Work effectively and calmly in a stressful environment, managing workload to meet deadlines.
- > Ability to share information effectively with co-workers, management teams and staff.
- > Create a supportive work environment and exercise leadership staff working on program initiatives.

#### Special Notes

\*\* This recruitment is currently open to Ecology employees only.

To ensure consideration for this position, you must apply electronically at [www.careers.wa.gov](http://www.careers.wa.gov) using reference code NB00019464\* and submit the following materials as attachments (ATTACHMENTS TAB) by Monday, November 9, 2009.

1. A resume which includes your educational experience.
2. A list of three work-related references
3. A letter of interest describing how you meet the requirements for this position and which answers the following questions, using a maximum of 1000 words. Please provide clear, detailed information that addresses the duties of the position and the desirable qualifications.
  - A. Describe your experience in planning projects or workload, and measuring performance.

**Requisition Title:** 4610 WMS2 HWTR SWRO NB00019464

B. Describe your experience in establishing trusting working relationships and building solutions with internal and external clients.

C. Describe your experience in managing environmental permits and enforcing environmental regulations.

By submitting a completed application package to this announcement you are acknowledging that all answers, statements and any other materials you have submitted to apply for this job are true and complete to the best of your knowledge. You understand that the State may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

### **Other Information**

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (360) 407-6186.