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Environmental Health Technical Review Manager

JOB CODE	JOB FAMILY	PROFILE
JCM313	**Planning, Development & Protection**	**Environmental Health Technical Review Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**April 10, 2026**

The Environmental Health Technical Review Manager serves as the department's technical expert on environmental issues related to groundwater protection. This position manages the Technical Review Section and provides specialized guidance on water and wastewater management. The role is responsible for supervising assigned staff, including hiring, training, performance evaluation, coaching, and disciplinary actions.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervises assigned staff and oversees departmental personnel matters, including interviewing, hiring, training, conducting performance evaluations, and administering disciplinary actions as necessary.
- Implements, manages, enforces, and revises the Bernalillo County Wastewater Ordinance, Water Well Ordinance, and Fill Ordinance to achieve environmental and programmatic goals.
- Represents the department and county in state regulatory matters, multijurisdictional planning efforts, and infrastructure planning discussions.
- Maintains consistent and effective reporting procedures and manage records and databases related to areas of responsibility.
- Assists in the development of budgets, regulations, and enforcement procedures, including drafting enforcement letters, legal filings, and coordinating court actions. Collaborates with other county departments as needed.

- Plans, coordinates, and conducts community outreach events. Provides internal and external training and certification opportunities for assigned staff.
- Identifies, develops, and manages compliance campaigns focused on relevant ordinances. Maintains and reports on program performance measures, goals, and objectives.
- Serves as a departmental representative at public meetings, hearings, and before local and state boards, commissions, and agencies.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Physical, Earth, or Environmental Science, Engineering, or a related field.
- Six (6) years of work experience in water quality protection and wastewater systems.
- Two (2) years of experience in a supervisory role.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are performed approximately 50% indoors and 50% outdoors, with exposure to varying weather conditions.
- Indoor work is conducted in temperature-controlled environments on carpeted or tiled flooring.
- Outdoor work is performed on both even and uneven surfaces, which may be wet or dry, and may include natural terrain, gravel, asphalt, or concrete. Surfaces may be inclined or flat.
- Work may be performed independently or as part of a team.

- Potential work hazards include exposure to noise, vibration, dust, exhaust fumes, mist, and severe weather. Additional hazards may include operating or working around vehicles and heavy equipment and navigating rough or undeveloped terrain.

EQUIPMENT, TOOLS AND MATERIALS

- Equipment used in the performance of duties includes telephone, two-way radio, calculator, measuring instruments, photocopier, fax machine, paper forms, writing tools, computer, and computer-aided design (CAD) equipment.
- Use of a County vehicle is required for travel to various sites throughout Bernalillo County.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.