

CHATTANOOGA-HAMILTON COUNTY AIR POLLUTION CONTROL BUREAU (APCB)

Classification Specification Title: Manager Air Monitoring

Department: Air Monitoring

Pay Grade: GS.13 (\$69,240.00 - \$102,068.00)

Supervision Received From: Executive Director APCB

FLSA Status: Exempt Supervisory Responsibility For: Air Pollution Instrument Tech

Established: 8/31/1988 Revision Date: 1/11/2023

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for managing the operations and data of air monitoring stations. Incumbents in this classification perform related administrative and public liaison duties for the air monitoring. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The Manager, Air Monitoring is a stand-alone position in air pollution control management.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises air monitoring staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Manages air monitoring program; resources, studies and projects which may include providing scientific and technical resource expertise to applicable groups, agencies and/or individuals; formulating research objectives; ensuring regulatory compliance; developing interpretive data, graphs, documents, reports and materials; evaluating research findings; preparing and reviewing reports; monitoring legal requirements; overseeing program and/or project activities; developing environmental plans and/or performing other related activities.

Enters, quality assures and certifies Chattanooga-Hamilton County's air monitoring data in EPA's national database to meet strict regulatory deadlines.

Collects, interprets, analyzes and evaluates air monitoring data; prepares related reports summarizing findings and makes appropriate recommendations.

Investigates air pollution complaints; microscopically evaluates pollution samples; prepares related investigative reports.

Conducts audits of monitoring equipment in the field and assists with budget preparation and budget items; monitors and controls expenditures.

Participates in/on a variety of meetings, committees and/or other related groups in order to receive and/or convey information.

Writes and submits grants to secure funding for the air monitoring program; manages grant funding to ensure compliance with applicable requirements and regulations. Ensures that required yearly certifications are maintained for equipment and instruments.

Functions as the Administrator for the data acquisition system/software for the Air Monitoring Department.

Plans new monitoring sites by scouting the area of interest; selecting the site; acquiring permissions; acquiring the appropriate equipment and shelter; arranging for power; arranging for phone or internet installation; and contracting for fence installation, if needed.

A site move must be accomplished with little data loss. Technicians are utilized as part of the process.

Prepares substantial quality assurance documents for Air Pollution Control that are regulatory requirements (Quality Assurance Project Plan, Quality Management Plan, and a Five- Year Network Assessment).

These are rewritten and resubmitted on a five-year basis, more often if there are substantial changes.

The QAPP and QMP endure a rigorous approval process by EPA with multiple document submissions.

A comprehensive Network Review is required yearly. Standard Operating Procedures are reviewed yearly for each monitoring instrument and resubmitted to EPA with updates.

SOPs must be written and submitted to EPA for new monitoring equipment.

Documents exceptional pollution events and prepares any written reports that must be submitted to EPA. This requires expertise in satellite imagery and weather analysis. Events must be documented on a daily basis while they are occurring.

Institutes corrective actions in the event of data loss. The problem must be identified, defined, investigated, a cause determined, a remedy proposed, and the remedy enacted.

All must be documented for the EPA. Responsible for record maintenance, transmittal, storage, and destruction. Answers calls from the public relating to pollution or air monitoring.

Lectures about air monitoring to college classes.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Chemistry, Biology, Environmental Science or closely related field and three (3) years previous experience and/or training that includes related work in chemistry,

environmental and industrial engineering. Writing skills are necessary.

LICENSING AND CERTIFICATIONS: Valid Driver's License

SUPPLEMENTAL INFORMATION:

Knowledge of supervisory principles; chemistry principles; biology principles; environmental science principles; air monitoring principles and practices; program management principles; budgeting principles; grant management principles; mathematical concepts; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies and procedures; tools and equipment utilized in air monitoring and asbestos identification and remediation; data collection methods; database management principles and investigative principles and practices.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using a computer and related software applications; handling public relations; solving problems; setting up monitoring sites; operating and utilizing applicable tools and equipment; preparing and administering grants; developing and administering budgets; speaking in public; developing strategies, projects and/or plans to achieve environmental program goals; verifying and interpreting environmental test results; interpreting, applying and communicating technical documents and information and communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Sedentary Work - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

SPECIAL REQUIREMENTS: Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The Chattanooga-Hamilton County Air Pollution Control Bureau is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Bureau will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.