

Code: 4614

Title: AIR QUALITY TECHNICAL OPERATIONS SUPERVISOR

SUMMARY: This classification plans, implements and supervises the segment of the air pollution control program which relates to air quality monitoring, new-program development, analysis and engineering. It is distinguished from Air Quality Analyst-Senior which does not have full supervision authority over the staff performing air quality monitoring and analysis.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, assigns, supervises, and evaluates the work of professional staff performing laboratory and field analysis, air quality monitoring, meteorological measurements, new-program development, writing of new regulations and engineering evaluations of air pollution sources;
Develops, evaluates, and implements new and existing air quality control methods and techniques;
Provides professional and technical advice to public and private officials on the chemistry and meteorology of air pollution identification, control and reduction;
Prepares annual budget for technical operations section;
Assists in the preparation of grant applications and submits necessary written progress reports;
Evaluates new instruments for measuring air pollution and selects appropriate equipment to meet Federal specifications;
Coordinates local emergency episode conditions and procedures with other governmental agencies;
Makes recommendations on all personnel actions to management and/or department head;
Plans and implements staff training programs;
Prepares and submits routine, recurring and special activity and technical reports;
Acts as division head during his/her absence;
Coordinates the activities of a citizens' Air Quality Advisory group.

KNOWLEDGE & SKILLS:

Knowledge of:

- the principles, applications, and information sources of chemistry, engineering, and meteorology as applied to air quality control;
- the principles and practices of supervising, training and evaluating technical and professional staff;
- scientific methodology, laboratory methods, equipment and facilities, and analytical procedures;
- the physical and chemical characteristics of air contaminants and research methods used in the study of air pollution;
- methods and equipment used for analyzing and monitoring air contaminants;
- air quality permit formats and requirements;
- the hazards and safeguards involved in field and laboratory operations;
- appropriate computer hardware and software applications and databases;
- laws, rules and regulations applicable to the air pollution control program.

Skill in:

- developing and implementing plans and procedures for air quality control programs;
- coordinating air quality technical-service work and testing activities with other work units and in developing and presenting technical reports;
- communicating effectively, both orally and in writing;
- writing and issuing air quality permits;
- utilizing a calculator, appropriate computer hardware, software and databases;
- assigning, training, supervising and evaluating the work of others.

MINIMUM QUALIFICATIONS: EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in environmental science, mathematics, meteorology, engineering, chemistry, physics or hazardous materials management, and six years of professional experience in environmental research, engineering, control or enforcement, or air quality control or enforcement, or hazardous materials management, including two years of supervisory or managerial experience (may be concurrent with aforementioned professional experience).

(A Master's degree from an accredited college or university with a major in environmental science, mathematics, meteorology, engineering, chemistry, physics or hazardous materials management may substitute for one year of the required professional experience.)

(Additional experience in environmental research, engineering, control or enforcement, or air quality control or enforcement, or hazardous materials management may substitute for the required education on a one-for-one year basis.)

OR:

(2) Two years of experience with Pima County as a Senior Air Quality Analyst.

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D Driver's License at time of appointment and must be maintained as a condition of employment. Failure to obtain and maintain the required license and certificate may be ground for termination of employment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.