

CITY OF CHATTANOOGA

Classification Specification Title: Executive Director Air Pollution

Department: Air Pollution Bureau

Pay Grade: GS.24

Supervision Received From: Chief of Staff

FLSA Status: Exempt

Supervisory Responsibility For: Manager Engineering,

Established: 7/1/2021

Dir. APCB Operations, Manager Air Monitoring, Air

Revision Date: 4/2/25

Pollution Investigator

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for planning, managing and directing the operations of the Air Pollution Control Bureau. Duties include overseeing the enforcement of air pollution control laws and regulations in Hamilton County; serving as the Bureau's and Board's liaison with Local, State and Federal government officials; represents the Bureau's and Board's interests before the business community, regulatory agencies and the general public and actively participating in economic development activities with prospective new and expanding industrial clients. Work is performed under administrative review, working with the maximum degree of initiative and judgment.

SERIES LEVEL:The Air Pollution Control Director 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 staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Provides oversight and directs the implementation of internal operations for air pollution control programs which includes planning, coordinating, administering and evaluating programs, projects, strategic planning, processes, procedures, systems, standards and/or service offerings; ensures compliance with Federal, State and Local laws, regulations, codes and/or standards; coordinates activities between multiple service areas; works to integrate and coordinate service areas.

Oversees and participates in permitting activities which includes issuing complex air pollution control permits; issuing, suspending and revoking installation permits for new air pollution sources; negotiating permit conditions and performing other related activities.

Develops plans and strategies to achieve and maintain Federal air quality standards; directs and monitors the execution of plans and Federal reporting requirements. Initiates research efforts and the implementation of technical studies.

Reviews and determines appropriate locations and designs of air monitoring network systems.

Researches, analyzes, interprets and evaluates ordinances, laws, regulations, policies and procedures.

Prepares and administers budgets, including grant budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Serves as Trustee for the Bureau's pension plan which includes overseeing the administration and maintenance of the plan; approving financial distributions, transfers and contributions; overseeing communication to plan participants and performing other related activities.

Provides executive staff support to the Air Pollution Control Board which includes overseeing the preparation and distribution of meeting minutes and agendas; attending Board meetings; making presentations to the Board; providing counsel and advice to the Board on various policy and legal issues; representing the Bureau and the Board in seeking support and cooperation from local businesses, industries and the general public regarding awareness of air pollution issues and compliance with applicable laws and regulations; serving as the media liaison and performing other related activities.

Directs the distribution of Bureau records and information to the public; oversees the retention, storage and destruction of records.

Prepares, reviews, interprets and analyzes a variety of complex and multi-faceted information, data, contracts, forms, schedules, calendars, surveys and reports; makes recommendations based on findings.

Provides support to local elected officials and economic development entities for new industrial prospects subject to air pollution control requirements.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Bachelor's Degree in Business or Public Administration, Chemistry, Engineering, and six (6) years previous experience/training that includes progressively responsible experience in Administration and Management in related Legal, Environmental Science, or governmental regulation work sufficient to successfully perform the essential functions of this job.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

SUPPLEMENTAL INFORMATION:

Knowledge of managerial principles and practices; environmental science principles; advanced air pollution control principles and practices; public relations principles; budgeting principles;

grant development, administration and management principles; strategic planning principles; financial management principles; program development and administration principles and practices; negotiation principles; advanced mathematical concepts; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies and/or procedures; policy and procedure development practices.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; performing advanced mathematical calculations; implementing public relations; preparing and analyzing reports; reading, comprehending and reviewing financial information; making program decisions based on financial considerations; adapting to rapidly changing environmental requirements; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and making recommendations in support of organizational goals; conducting negotiations; handling multiple tasks simultaneously; managing grants; managing and administering budgets; monitoring and evaluating air pollution control programs; collaborating with external agencies and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require 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 City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.