

CITY OF CHATTANOOGA

Classification Specification Title: Manager APC Engineering

Department: Air Pollution Control Bureau

Pay Grade: GS.13

Supervision Received From: Exec. Dir. APCB

FLSA Status: Exempt

Supervisory Responsibility For: Engineer 1

Established: 1/16/15

Reviewed Dates: 4/2/25;

9/5/24; 11/30/22

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for planning, managing and directing the engineering functions of the Air Pollution Control Bureau. Duties include reviewing inspection reports, overseeing emissions testing operations, reviewing and approving various permits, and conferring with regulatory agencies, industry representatives and others regarding air pollution controls and activities. Work is performed with general direction, working from broad goals and policies.

SERIES LEVEL:

The Manager, Air Pollution Control Engineering is the third level of a three level air pollution control engineering series.

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.

Manages the engineering activities of the Air Pollution Control Bureau which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems, standards and/or service offerings; ensures compliance with federal, state and local laws, regulations, codes and/or standards.

Oversees the permitting of all regulated stationary sources of air pollution.

Coordinates public hearings associated with Title V and Synthetic Minor sources, ensuring public notices are published as required and surrounding states and the EPA are notified; notifies

appropriate regulatory agencies of public hearing results and coordinates the issuance of permits following EPA review.

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

Prepares, reviews, interprets and analyzes a variety of information, data and reports; makes recommendations based on findings; communicates pertinent information to internal and external parties.

Prepares computer models utilizing applicable software; analyzes and evaluates input and output files.

Coordinates local participation in regional efforts to demonstrate attainment with applicable ambient air standards which includes evaluating and correcting inventory requirements; verifying details of monitoring; reviewing regional reductions in emissions to determine if reductions benefit the local area; determining future emissions to predict attainment; reviewing modeling results to confirm results are consistent with other areas; evaluating local sources to determine if local sources require a need for reduced emissions and performing other related activities.

Serves as the air toxics coordinator which involves identifying and tracking potential sources of air toxins; communicating requirements with applicable internal staff; coordinating meetings with industrial sources; modifying air pollution control permits to incorporate new requirements and performing other related activities.

Facilitates and/or represents the Department or City at a variety of meetings, public events, training sessions, on committees and/or other related events.

Participates in developing the Department budget.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree from accredited university in Mechanical, Civil, Chemical or Environmental Engineering and three (3) years previous experience and/or training that includes project engineer duties and related supervisory experience in process engineering or regulatory.

LICENSING AND CERTIFICATIONS:

Professional Engineer License

Professional Engineer License must be issued in the State of Tennessee

Valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles; modeling concepts and limitations; hazardous air pollutants and efforts to regulate them; permitting principles and processes; environmental, chemical,

mechanical and civil engineering principles; air pollutant properties; applicable commercial and industrial processes; air pollutants and emissions; air pollution control strategies for industrial processes; applicable federal, state and local laws, ordinances, codes, rules and regulations; air pollution enforcement strategies; air pollutant emission factors; environmental information sources; advanced mathematical concepts; emission sampling and collection equipment and public relations principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; preparing air pollution permits for industrial sources; performing mathematical calculations; conducting regulatory research; conducting investigations on potential air pollutant violations; conducting research; preparing and analyzing technical reports and information; utilizing and evaluating the results of air dispersion modeling; evaluating air pollutant sampling and analysis procedures; evaluating air pollutant-emissions; 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 reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to working in high and precarious places, moving mechanical parts, vibrations, fumes, odors, dusts and hot and cold temperatures.

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.