

**SOUTHWEST CLEAN AIR AGENCY
POSITION DESCRIPTION OUTLINE**

DATE: April 5, 2017

POSITION: **Operations Manager**
REPORTS TO: Executive Director

DEFINITION OF THE CLASS:

This position is classified as “exempt” in accordance with the Fair Labor Standards Act. Under the general direction and guidance of the Executive Director, the Operations Manager, using a high degree of independence, manages the activities of compliance assurance and enforcement. This is a management position, providing overall coordination and oversight for compliance assurance. It involves program, policy and rule development and implementation, as well as supervision and participation in daily activities of skilled technical subordinates. It includes the development of formal employee training programs to advance the expertise of agency personnel and preparation of performance evaluations on all agency personnel for ultimate approval by the Executive Director. The position demands a combination of administrative and technical skills, application of federal, state, and local environmental laws and effective interpersonal skills.

MINIMUM QUALIFICATIONS:

I

At least eight years of experience in an environmental field, preferably air pollution; and five years of supervisory experience; and

II

Bachelors degree in either business, public administration, engineering, environmental science, or a related field. A masters degree is desirable.

PRINCIPAL DUTIES:

SUPERVISING FIELD OPERATIONS

- Provide direct supervision of Air Quality Specialists and hold regular one-on-one meetings with staff. Provide direction and instruction for staff pertaining to policy, rules and regulations.
- Assign inspections to Air Quality Specialists and Engineers and ensure they are completed.
- Ensure field inspection reports, notices of violations and other reports compiled by staff are accurate, proper and fulfill the goals and objectives of the Agency.

- Review monthly inspection reports prior to sending to Executive Director for signature. Evaluate for completeness, grammar, spelling errors, legal issues and uniformity, and take necessary corrective measures, or delegate these reviews as needed to ensure timely issuance.
- Conduct and arrange training as needed for staff in order to ensure a proper level of staff expertise. This includes semi-annual visual emissions training and recertification for compliance staff including AHERA certifications for asbestos staff.
- Conduct staff evaluations annually, or as needed, to ensure a proficient and efficient staff.
- Assign the duty schedule, approve leave and comp time requests and maintain leave and duty calendars.
- Act as a liaison between SWCAA and Clark County's Human Resource Department in dealing with personnel related issues.

ENFORCEMENT

- Review all Field Notices of Violations and develop recommendations as to follow-up within 35 days after Notice is issued.
- Provide recommendations on enforcement actions to the Executive Director.
- Provide direction to staff in enforcement and policy matters.
- Maintain and express positive communication with the public in a manner that provides adequate information and encourages a good working relationship between the Agency's staff and companies/individuals SWCAA works with.
- Prepare responses to mitigation requests and prepare motions and exhibits for appeals in front of the Pollution Control Hearings Board. Assist the Executive Director and/or legal counsel in preparing for appeal hearings.
- Track compliance information and update EPA data reporting systems accordingly. Participate on enforcement calls with EPA regarding High Priority Violators. Maintain EPA Compliance Monitoring Strategy (CMS) Plan. Participate in EPA compliance assurance/enforcement program audits and State Review Framework reviews.
- Provide guidance to field staff doing complaint response and review reports.

GENERAL FACILITY OPERATIONS

- Ensure that the Agency's automobiles are maintained. Ensure that maintenance issues are properly taken care of.
- Oversee the ordering of new equipment, furniture and major purchases including vehicles. Computer hardware and software purchases are overseen by IT staff and supervisor.
- Oversee vehicle and equipment surplus.

INTRA-OFFICE RELATIONS/STAFFING

- Keep staff informed of management policies. Provide Oversight of the Safety Committee.
- Meet with Air Quality Specialists as a group on a regular basis to discuss issues that are too detailed for the regular all staff meetings. Share information with Chief Engineer and Air Quality Engineers.
- Conduct recruitments, interview new job candidates, and make recommendations for hiring.
- Keep the Executive Director well informed on issues regarding operations and staffing.

TRAINING AND CERTIFICATION

- Provide assistance to other staff members in areas of specialized training. Maintain a good working knowledge of computer use in word processing, spreadsheet, data base work and desk-top publishing.
- Attend conferences and training sessions as needed to stay proficient and knowledgeable.

PUBLIC OUTREACH AND PARTICIPATION

- Oversee the Agency's Public Education Program. Develop and implement an outreach plan annually.
- Maintain a working knowledge of other agencies' objectives. Maintain a contact list of names and phone numbers at other agencies. Effectively communicate SWCAA policies, performance and requirements in all public contacts.

BUDGETING

- With the assistance of the Office Administrator prepare the Agency Budget for approval by the Executive Director and Board of Directors.

- Review vouchers for grants for the Executive Director's signature.
- Act as a liaison along with the Office Administrator between Washington Department of Energy (DOE) grant fund managers and SWCAA.
- Provide oversight of grant-funding requests for submittal and approval to DOE and the Environmental Protection Agency (EPA).
- Develop grant proposals as needed to secure project funding.

REPORTING

- Complete reports as assigned by Executive Director for the purpose of reporting staff activities and involvement and reporting to the DOE and EPA.
- Review the monthly activity reports for the Board of Directors. Prepare special reports as requested utilizing graphics or other formats as needed.

AMBIENT SAMPLING

- Act as supervisor for the ambient sampling program and ensure valid and accurate results. Review data and advise Executive Director of any problem areas or potential violations of the Federal and State Standards.
- Review monthly ambient sampling reports for the Board of Directors monthly activity report.
- Act as liaison between DOE, EPA and SWCAA on special studies and network issues. Direct and manage special monitoring projects conducted by the Agency.
- Oversee air quality forecasting work by technical staff. Participated in regional calls with air quality staff, meteorologists, modelers, and the national weather service.
- Advise the Executive Director regarding decisions to issue air pollution advisories and burning restrictions.

SPECIAL PROJECTS

- Develop agency rules and policies as assigned by the Executive Director.
- Complete projects and respond to requests in a competent fashion and within the necessary deadlines as established by the Executive Director.