

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Air Quality Control Coordinator</u>
Sch & Grade	<u>PAT-10</u>
Class Code	<u>BE87</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Series	<u>Code Enforcement &amp; Insp</u>

**PRIMARY PURPOSE:**

Oversees and coordinates the daily operations of the Air Quality Control Section of the Springfield-Greene County Health Department.

**SUPERVISION:**

Under general supervision of the Assistant Director of Health. Supervises assigned staff in the Air Quality Control Section.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Plans, organizes, coordinates and supervises daily operations for the Air Quality Control Program of the Health Department.
2. Supervises and directs the work of program personnel including providing leadership, technical advice and assistance; conducting performance evaluations; recommending and implementing any necessary disciplinary action; and making recommendations for hire.
3. Assists in the establishment of air quality monitoring and analytical policy.
4. Reviews plans and applications for construction and operating permits.
5. Prepares budgets and federal grant applications.
6. Represents the City of Springfield at public hearings, technical conferences, and federal or state air quality control meetings.
7. Issues Notices of Violations, court summons and abatement orders to violators of the law.
8. Supervises and maintains necessary records.
9. Performs inspections, tests, and investigations of a technical nature.
10. Presents lectures, demonstrations, and educational programs to industry, civic, professional, and educational organizations as well as the general public.
11. Travels to a variety of field locations to provide assistance to program staff and/or conduct own investigation or inspection as needed.
12. Utilizes necessary computer software applications such as word processing, spreadsheet, and database.

**IMPORTANT FUNCTIONS:**

1. Attends conferences, workshops, seminars and other training for professional development purposes.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, standards, techniques, laws and rules regarding air quality control.

**Abilities**

Effectively coordinate the Air Quality Control Section of the Health Department; work independently; make recommendations and decisions based on sound, independent judgment; maintain accurate records and prepare required reports; communicate effectively both verbally and in writing; utilize computer software applications; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Requires graduation from an accredited college or university with a degree in Engineering, Chemistry, Physics, Environmental Science, Atmospheric Science or a related field plus at least three years of work experience in the field of air quality control. Professional experience in the field of air quality control may be substituted for the education requirement on a year-for-year basis.

**Physical Requirements**

Makes periodic on-site visits and walk-throughs for inspection purposes which require some bending, reaching and climbing; lifts, carries, pushes, and pulls up to 25 pounds; holds and grips objects; must possess manual dexterity in order to operate a computer keyboard.

**Working Environment**

Primarily indoors in a general office environment; may be subject to extreme cold, heat, temperature swings, constant and extreme noise, dust, pollen, poor lighting and ventilation, and exposure to fumes, odors, chemical hazards, and toxic waste hazards when providing basic inspection and field support.

**Licensing/Certification**

Must possess a valid Missouri Motor Vehicle Operator's License.

**Miscellaneous Requirements**

Must have access to transportation to conduct off-site inspections; and provide proof of liability insurance on the vehicle.

<b>Last Revision:</b>	January 31, 2012	<b>GENERAL ORDINANCE NO.</b>
		4445
<b>Comments:</b>	Updated Abilities	<b>Date:</b> July 25, 1994

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_