

# Air Quality Engineering Manager

## *ABOUT THE DISTRICT*

---

---

The Bay Area Air Quality Management District (District) is a regional government agency. The District's jurisdiction encompasses all of seven counties – Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo and Santa Clara, and portions of two other counties – southwestern Solano and southern Sonoma. The District's mission is to achieve clean air to protect the public's health and the environment.

## *THE POSITION*

---

---

The District is currently recruiting for an Air Quality Engineering Manager who reports directly to the Director of Engineering. Under administrative direction, this position plans, organizes, supervises, reviews and evaluates the engineering staff and activities of an assigned section in the Engineering Division, and performs related work as assigned. This is a full-time management position.

### ***Examples of duties:***

- ❖ Develops and implements goals, objectives, policies, procedures and work standards for an engineering section
- ❖ Organizes, assigns, directs, reviews and evaluates the work of assigned staff, selects and trains staff and provides for their technical and professional development
- ❖ Performs quality review and evaluation of engineering work done in the Division
- ❖ Prepares and monitors the section's annual budget.
- ❖ Maintains currency on new developments and technologies in air quality control

- ❖ Coordinates computer interfacing activities within the Division and District
- ❖ Manages the District's permit database and provides a lead role in the development and maintenance of the computer software systems for the Engineering Division
- ❖ Directs the maintenance of and maintains accurate records; prepares clear and concise reports, correspondence and other written materials
- ❖ Analyzes issues, prepares and presents reports and recommendations regarding technical and policy issues to the Board and various committees and other groups.

## *QUALIFICATIONS*

---

---

A typical way to obtain the knowledge and skill is the equivalent to graduation from a **four-year** college or university with major coursework in environmental, chemical, mechanical or petroleum engineering or a closely related field and **three** years of lead or supervisory air quality engineering experience.

### ***Other Requirement:***

The incumbent must possess and maintain a valid California Driver's License and meet the automobile insurability requirements of the District.

## *THE SELECTION PROCESS*

---

---

Selection will be based upon an initial screening to assess minimum qualifications for the position. Depending on the number of qualified applicants, a training and experience assessment panel, written or performance examination, and/or panel interview may be held to identify the most suitable candidates, who will be ranked. The top candidates will be scheduled for a hiring interview that may include a work product exercise and/or presentation.

## *HOW TO APPLY*

---

Interested individuals must submit a completed official BAAQMD application, a chronological resume and their responses to the supplemental application questions to the District's Human Resources Office at 939 Ellis Street, 4<sup>th</sup> Floor, San Francisco, CA, 94109 by:

**No later than 5:00 p.m. on Monday, September 15, 2008**

For an application package, please go to our website at [www.baaqmd.gov](http://www.baaqmd.gov) or call the Human Resources Office at (415) 749-4980.

Resumes will be accepted but not in lieu of the required application materials. **Postmarks, faxes, and E-mails will not be accepted.**

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

## *MANAGEMENT BENEFITS*

---

Comprehensive benefits package for management includes:

- \* District-paid PERS contributions (2% at 55 formula)
- \* District-paid money purchase pension plan (401a)
- \* District-paid Medical, Dental, and Vision options
- \* District-paid Life Insurance
- \* Paid annual and sick leave with annual leave buy-back
- \* 72 hours of Floating Holiday and 40 hours of Administrative Leave per year
- \* 13 paid holidays
- \* Transit subsidy up to \$175 per month
- \* 9/80 Schedule (Every other Friday off)



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

Invites Applications for:

## AIR QUALITY ENGINEERING MANAGER

Annual Salary

\$105,227-\$127,904

**939 Ellis Street  
San Francisco, CA 94109  
(415) 749-4980  
[www.baaqmd.gov](http://www.baaqmd.gov)**

An Equal Opportunity Employer

---