

## COUNTY OF COOK



**Bureau of Human Resources**  
118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 2272  
Job Title: Manager of Technical Services  
Salary Grade: 20  
Bureau: Administration  
Department: Environmental Control  
Dept. Budget No. 161  
Position I.D. 9502200  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Under collaboration with the Environmental Control Director, manages the Technical Division of the Department per work assignments/projects assigned to 11 employees, supportive of the Department's role, in monitoring, maintaining, and operating a County-wide (city/suburban municipalities) air monitoring network. Interacts with the following: enforcement/inspection division managers; personnel in quality assurance, laboratory analysis, and field operations; EPA officials and municipal officials. Coordinates air quality information and appraises the Director pertinent to status/progress on various projects. Provides expertise relative to the County's business procedures such as purchasing new equipment in conjunction with new technologies in the air monitoring field. Effectively recommends and approves work projects and staff assignments in accordance with priorities established by the Environmental Control Director.

#### **Key Responsibilities and Duties**

Manages the Technical Services Division and assigned personnel by setting priorities and basic air monitoring strategies.

Reviews air quality reports for episodic action; determines necessary course(s) of action.

Develops, plans, and implements air quality measuring techniques in cooperation with Illinois EPA and U.S. EPA officials.

Maintains liaison with Illinois EPA Monitoring Division in designing and implementing air monitoring strategies in Cook County.

Trains laboratory and field personnel in new technologies and in the use of new equipment pertinent to air monitoring.

Requests data and materials relevant to air monitoring equipment; reviews data and materials respective to air monitoring equipment; requisitions the purchase of air monitoring equipment.

### **Knowledge, Skills and Abilities**

Thorough knowledge of rules and regulations of County, State and Federal environmental protection laws.

Knowledge of air monitoring technologies and use of standard equipment used in air monitoring.

Skill in managing a work unit and in coordinating personnel in regards to the goals and objectives of the department.

Ability to plan and develop methods and procedures for implementing new air monitoring programs.

Skill in training personnel pertinent to policies and procedures of the department and use of equipment per field and laboratory activities.

Skill in analyzing divisional operation reports for program effectiveness and budget expenditure.

Skill in preparing reports pertaining to divisional activities.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree in chemistry, environmental science or related field PLUS a minimum of three (3) years of experience in environmental control **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's degree.

Five (5) years professional work experience with air monitoring systems and laboratory analysis procedures for criteria pollutants.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**