



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 783.2

Job Title: **POLLUTION CONTROL CHIEF**

Pay Grade: 30

GENERAL SUMMARY:

Plans, organizes and directs the activities of Pollution Control Programs (Air Quality Control, Public Health Engineering and Occupational Health Radiation and Noise Control) in the areas of enforcement, planning, engineering and administration.

RESPONSIBILITIES:

- Plans, organizes and directs the professional, administrative and technical activities and personnel of the Pollution Control Program.
- Evaluates new local, state, regional and federal laws, regulations and standards to ensure that pollution program policies, plans and procedures meet criteria established by such laws and regulations.
- Represents department in various planning activities to ensure compliance with pollution control laws.
- Plans, develops and implements evidence-gathering systems to ensure quality of the environment.
- Evaluates the effectiveness of the Pollution Control Program.
- Directs the planning, designing and implementation of work function systems and research programs.
- Provides information concerning bureau policy and activities to the public, news media, other City departments, state and federal agencies.
- Plans and supervises the program's budgetary preparation and management.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Chemical or Environmental Engineering, Physics, Biological Science, or other field related to pollution control.

EXPERIENCE:

Eight years of pollution/environmental control experience are required, including four years of administrative or supervisory experience.

An appropriate Master's degree and six years of experience, four of which must include administrative or supervisory experience, may be substituted for the above requirements.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS:

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant input pertaining to personnel actions such as hirings, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g. lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Pollution Control Chief

Effective: October 1990

Revised: July 1993