Position Specific Summary:
Provide environmental and public health information as a part of achieving overall health for the public and quality of the environment through operation and maintenance of the ambient air quality monitoring network in Iowa. This includes sample collection and processing, compliance with federal and state regulatory requirements, data analysis and report preparation for clients, presentation of program activities to technical and lay audiences, functional leadership of the SHL Air Quality Section and financial management of human and capital resources to promote monitoring and prevention of outdoor environmental air pollution. Additional responsibilities may include response to emergency situations including monitoring of fire emissions and potentially illegal activities that result in acute and/or chronic air quality degradation. Active participation in professional development opportunities and promotion of the ambient air monitoring program in Iowa is an annual expectation.

Location: Coralville, IA

Key Areas of Responsibilities and Specific Job Tasks

<table>
<thead>
<tr>
<th>Classification</th>
<th>Specific Job Duties and Tasks</th>
</tr>
</thead>
</table>
| Sample Collection | • Manages the day-to-day operational activities of the IDNR/SHL Air Quality Program  
• Organizes field responsibilities of field staff; assure coverage to meet contract/regulatory requirements  
• Serve as backup to field staff if needed (PM and Gaseous monitoring network)  
• Participates in and coordinates weekend on-call scheduling for Air Quality  
• Organizes and delegates Air Quality fieldwork site assignments of AQ staff  
• Oversees in ordering new sampling equipment, portable field instruments and preventative maintenance materials; provide business justification, MFK, and receive/approve in workflow. |
| Data Analysis | • Reviews compliance with QA/QC criteria of hourly data downloads  
• Reviews and report site communication errors to IDNR  
• Reviews data submissions to AQS before compiling annual data certification |
| Report Preparation | • Compiles/Reviews/Finalizes monthly reports before forwarding to IDNR  
• Compiles and completes quarterly and annual reports (EPA criteria and IDNR criteria)  
• Reviews annual site reviews of air quality field network  
• Completes corrective action letters to IDNR |
| Regulatory Compliance | • Assures compliance with state and federal ambient air quality regulations through review of data and field compliances  
• Compiles and reports to IDNR of any exceedances that occur in the air quality statewide network  
• Back up for sending out equipment for annual calibrations |
| Outreach and Communication | • Attends national meetings for Ambient Air Quality  
• Serves as point of contact for IDNR/SHL Air Quality communications  
• Investigates and analyzes inquiries from IDNR and EPA |
**Leadership**
- Edits, reviews, coordinates discussion with AQ staff and IDNR, and approves departmental SOPs.
- Facilitates weekly huddles
- Tracks contract obligations, assures completeness (reports, field calibrations, site visits), and informs IDNR monthly of completeness of contract obligations
- Facilitates Quarterly Management meetings with IDNR
- Coaches staff on professional development

**Human Resources**
- Conducts annual performance reviews and appraisals for Air Quality staff
- Approves all vacation and sick leave requests for Air Quality
- Manages adverse employee behaviors with consolation and documentation
- Onboards new staff

**Financial Responsibility**
- Compiles information for monthly billing invoices (Air Quality)
- Reconciles monthly financial reports from UI
- Serves as resource for SHL finance department of air quality funding and expenditures
- Compiles and shares annual budget data for the Air Quality program

### Universal Competencies

<table>
<thead>
<tr>
<th>Collaboration/Positive Impact (Expert/Leader)</th>
<th>Service Excellence/Customer Focus (Expert/Leader)</th>
<th>Welcoming and Respectful Environment (Expert/Leader)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creates and champions initiatives that foster respectful communication, learning and a spirit of cooperation.</td>
<td>Effectively uses a broad range of methods in communicating complex ideas to diverse populations.</td>
<td>Communicates to multiple internal and external constituencies the importance of a welcoming and respectful workplace environment where people of all backgrounds and perspectives feel welcomed and appreciated, and where every individual is empowered to make a positive impact, to advance the UI's mission.</td>
</tr>
<tr>
<td>Regularly shares information and effectively influences to gain common commitment in achieving objectives.</td>
<td>Monitors profession/field/discipline for trends and implements innovative solutions to enhance service.</td>
<td>Uses data to evaluate outcomes of policies and practices in their unit and implements continuous improvement strategies to enhance a welcoming and respectful workplace environment.</td>
</tr>
<tr>
<td>Shapes unit/department, college/division, or university governance so as to reinforce collaboration, accountability, and responsibility.</td>
<td>Builds successful track record of superior personal and organizational service delivery in diverse environments.</td>
<td>Coaches and teaches others to develop a welcoming and respectful workplace environment where people of all backgrounds and perspectives feel welcomed and appreciated, and where every individual is empowered to make a positive impact.</td>
</tr>
<tr>
<td>Promotes a climate that recognizes, celebrates, and rewards collaboration.</td>
<td>Promotes excellence achieved through reports or other media for distribution to internal and/or external constituents and the professional community.</td>
<td>Considers the importance of a welcoming and respectful workplace environment in unit strategic planning.</td>
</tr>
<tr>
<td>Works to create a climate that values and rewards initiative, excellence, continual learning, and achievement of results.</td>
<td></td>
<td>Promotes a welcoming and respectful workplace environment that recognizes, celebrates, and rewards behaviors that support the university's core values.</td>
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<tr>
<td>Deals effectively with ambiguity and change; coaches others in behaviors and prepares others through development for ongoing effectiveness.</td>
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State Hygienic Laboratory
UNIVERSITY OF IOWA
Environmental Manager
LOCAL JOB DESCRIPTION March 2024
Technical Competencies

**Data Gathering and Analysis**
(Expert/Leader)
- Leads in collecting and analyzing data for specific and/or various projects.
- Develops data analysis strategies.
- Contributes to and publishes internal documents on the results of the analyzed data.
- Develops data gathering and analysis procedures and policies.
- Designs new data analysis tools to increase data processing effectiveness.
- Predicts the directions and trends of data gathering and analysis.

**Effective Communications**
(Expert/Leader)
- Communicates effectively with diverse audiences, using appropriate media and language.
- Ensures important messages are clearly understood.
- Writes reports, articles, or books for distribution to the business or professional community.
- Works to create a climate that values and rewards good oral and written communication.
- Coaches others on methods of improving their own communications.
- Monitors developments in communications tools for potential use by organization.

**Effective Presentations**
(Expert/Leader)
- Prepares and delivers complex presentations to large or critical technical and business audiences.
- Coaches others in all aspects of preparing and giving a formal presentation.
- Monitors industry for new presentation tools and techniques that are useful to organization.
- Delivers formal presentations in a public or professional forum.
- Defines and organizes the content and flow of a multi-media, multi-speaker presentation.
- Frequently serves as keynote speaker at major internal or external conferences.

**Environmental Testing/Monitoring**
(Expert/Leader)
- Designs standard procedures to ensure the accuracy and timeliness of field testing.
- Advocates the design of advanced equipment and methodologies for field testing.
- Elaborates on prior experiences with legal and safety issues for effective field monitoring.
- Leads in the establishment of best practices for environmental field monitoring.
- Monitors industry trends and direction for environmental field monitoring/testing.
- Generalizes on past and future innovations of environmental field monitoring.

**Project Management**
(Expert/Leader)
- Manages multiple high-risk, high-cost projects involving multiple stakeholders.
- Monitors major projects for critical path and actual status versus planned.
- Coaches others in open communication among project stakeholders.
- Champions organization's project management methodology, tools, and techniques.
- Consults on project planning and management of high-risk, high-impact projects.
- Monitors industry for fresh approaches and tools for project management.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Policy Manual.

Proficiency levels are defined as:

**Basic Application** - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience** - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience** - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader** - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

### Position Qualifications

<table>
<thead>
<tr>
<th>Education or Equivalency Required</th>
<th>A Bachelor’s degree in Environmental Science, Chemistry, Physics, Geology or a related field and five years relevant experience or an equivalent combination of education and experience is required.</th>
</tr>
</thead>
</table>
| Required Qualification            | ● Basic relevant laboratory experience and some demonstrated knowledge of air quality monitoring concepts.  
● Demonstrated effective written and verbal communication skills.  
● Demonstrated excellent interpersonal and relationship management behaviors/skills.  
● Experience writing and reviewing SOPs.  
● Ability to manage complex projects with oversight for staffing and capital resources.  
● Ability to travel statewide on intermittent basis.  
● Possession of a valid state or commercial driver's license, and the ability to meet University Fleet Safety Standards. |
| Highly Desirable Qualification    | ● Master's degree in physics, chemistry, geology or related environmental science.  
● Experience calibrating, operating, and maintaining air quality monitoring equipment that includes but not limited to particulate matter filters, (PM 2.5 and PM 10), ozone monitors, sulfur dioxide, nitrogen dioxide, carbon monoxide, lead and air toxics.  
● Demonstrated experience in giving presentations to audiences ranging from technical and professional audiences to the general public audience. |
| Desirable Qualification           | ● Experience with developing revenue and expense budgets, preparing financial summary reports and progress reports on monthly, quarterly, and annual basis.  
● Understanding of state and federal ambient air quality regulations and situational applications of the rules.  
● Familiarity with MS Office applications, LIMS, and air quality databases on the national level. |

See requisition # 24002165 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu)

Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.