



## COOK COUNTY, ILLINOIS

### Manager of Air Inspection Division Opportunity in Chicago

Cook County's Department of Environment and Sustainability is seeking a Manager of Air Inspection Division to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Under the supervision of the Deputy Director, the Manager of Air Inspection will be responsible for the overall coordination and supervision of subordinate staff and the enforcement of Federal, State, and County environmental protection laws specific to businesses with the potential to emit air pollution. Advises the Director regarding policies and ordinances related to air quality and pollution based on current and emerging science, regulation and standards. Drafts ordinance and policy language. Coordinates enforcement actions against non-complying businesses, including, but not limited to, issuing citations, and coordinating applicable administrative hearing cases. Manages the permitting and billing functions of the division and prepares and analyses reports regarding billing and permitting. Provides information to the general public pertaining to environmental protection guidelines, standards and methods for abating or controlling emission of pollutants. Trains new environmental control inspectors, engineers and technical and administrative support personnel relative to the policies and procedure of the department. Maintains communications with Illinois Environmental Protection Agency, local governments and other entities to coordinate environmental responses.

#### How do I apply?

Please submit a Cover letter and Resume to 118 N. Clark St., Room #840, Attn: Regina Crider. You can also email the two required documents to [Regina.Crider@cookcountyil.gov](mailto:Regina.Crider@cookcountyil.gov). The position description can be found on the right side of this page under the Download option.

#### When are Resumes due?

Until Filled.

## **SNAPSHOT OF COOK COUNTY:**

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation’s first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.
- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

### **Location:**

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

### **Benefits:**

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits

### **Post Offer testing:**

All new employees will be required to submit to a satisfactory drug test and background check, based on reports obtained from law enforcement authorities. The reports are based on results from fingerprints taken from all new hires.

## COUNTY OF COOK



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

**Job Code:** 8804  
**Job Title:** Manager of Air Inspection Division  
**Salary Grade:** 22  
**Bureau:** Administration  
**Department:** Environment & Sustainability  
**Dept. Budget No.** 1161  
**Position I.D.** 0071285  
**Shakman Exempt** Yes

### Characteristics of the Position

#### General Overview

Under the supervision of the Deputy Director, the Manager of Air Inspection will be responsible for the overall coordination and supervision of subordinate staff and the enforcement of Federal, State, and County environmental protection laws specific to businesses with the potential to emit air pollution. Advises the Director regarding policies and ordinances related to air quality and pollution based on current and emerging science, regulation and standards. Drafts ordinance and policy language. Coordinates enforcement actions against non-complying businesses, including, but not limited to, issuing citations, and coordinating applicable administrative hearing cases. Manages the permitting and billing functions of the division and prepares and analyses reports regarding billing and permitting. Provides information to the general public pertaining to environmental protection guidelines, standards and methods for abating or controlling emission of pollutants. Trains new environmental control inspectors, engineers and technical and administrative support personnel relative to the policies and procedure of the department. Maintains communications with Illinois Environmental Protection Agency, local governments and other entities to coordinate environmental responses.

### **Key Responsibilities and Duties**

Under the direction of the Deputy Director, supervises and coordinates subordinate staff of environmental control engineers and technical support personnel responsible for inspecting and identifying sources of pollutants by industrial and commercial enterprises, open burn sites and other locations relevant to the enforcement of federal, State, and County environmental protection laws.

Assigns workloads to environmental control engineer and technical support personnel, monitors their work activities as to timeliness and completeness.

Prepares analytical written reports detailing investigatory environmental engineering pollution inspections, and reviews reports prepared by subordinate staff, which are subject to administrative review and determination for subsequent course(s) of action.

Reviews installation permits for industrial process, combustion, and incineration equipment relevant to accuracy of specifications and compliance to environmental protection laws.

Creates and implements Standard Operating Procedures for Division staff.

Coordinates preparations for administrative hearings or court proceedings relevant to cited violations of environmental control regulations.

Provides technical assistance to the general public pertaining to environmental protection guidelines, standards, and methods for abating or controlling emission pollutants into the environment.

Trains new environmental control engineer and technical support personnel relative to the policies and procedures of the department; schedules the assigned staff for environmental training seminars.

Maintains communications with Illinois Environmental Protection Agency, local governments and other entities to coordinate environmental responses.

Advises the Director regarding policies and ordinances related to air quality and pollution based on current and emerging science, regulation and standards. Drafts ordinance and policy language.

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Oversees annual billing process for permit fees, tracks revenue, creates revenue projections.

Analyzes processes and procedures of the Division along with information on permitted businesses and recommends operational improvements and efficiencies to better achieve good environmental results.

Assists with special projects such as research on industry best practices, development of pollution prevention programs for businesses, and recommending updates to County ordinance.

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

Knowledge of Federal, State, and County laws legislating environmental protection regulations.

Familiarity with industrial, heating, ventilation and pollution control equipment and their proper installation and operation.

Skill in the use of Microsoft Office suite and with using databases for data tracking and analysis.

Skill in creating and reviewing environmental inspection reports.

Skill in creating and implementing Standard Operating Procedures.

Skill in communicating both verbally and in writing with the general public respective to the mandates of Federal, State, and County environmental protection laws, and best practices in reducing pollution.

Skill at developing and maintaining relationships with other governmental and private entities.

Skill in preparing comprehensive analytical written reports relative to investigatory environmental engineering pollution inspections.

Ability to supervise and coordinate work activities of the assigned professional and technical personnel to carry out the objectives and goals of the department in a timely manner.

Ability to train staff members in the policies and procedures of the department.

Strong project management skills.

Strong written and verbal communications skills.

Strong data analysis skills.

Ability to analyze processes and recommend improvements for more efficient operations or for better targeted results.

This position may require moderate travel to work assignments throughout Cook County, for which the employee may be required to provide his or her own adequate means of transportation.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree or higher plus three (3) years of Environmental Science, Environmental Management, Engineering, or Industrial Hygiene experience. Supervisory experience.

## **Physical Requirements**

### **Sedentary Work**

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

**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.**

JC: 1441 revised 4/23/12 Update Dept Name/Physical Reqs 1/10/18

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