

Position Description

Department of Natural Resources

Working Title: Air Management Field Operations Director

Classification: Natural Resources Manager

Location: Madison, WI or Milwaukee, WI

Program: Air Management (AM) and Environmental Management Division

Position Summary: This position assists the Air Management Program Director as a leader and strategist in developing and ensuring consistent implementation of a comprehensive statewide Air Management program. This includes assuring that state and federal air pollution control laws are met. This position oversees and ensures statewide consistency directing the field implementation of all policy, planning, personnel and budget activities associated with Air Management. This position monitors statewide program metrics relating to field implementation and ensures that those metrics are being achieved or corrective measures are taken to address those not being met. In the absence of the Air Management Program Director, this position has the full authority of the Director position and represents the department in external contacts with the Governor's Office, the legislature, local government leaders, federal agencies such as the United States Environmental Protection Agency (EPA), regional and national air pollution management-related organizations, and a wide variety of public groups, private businesses, and associations. This position directly supervises the Air Management program field supervisors statewide.

Position's Geographic Scope & Travel Requirements: The position may be located in the Central Office or the Milwaukee office of the Department of Natural Resources. The position requires regular travel throughout the state and may occasionally travel nationally.

Scope of Authority: This position is supervised by the Air Management Program Director and is a standing member of the Air Management Team. The position directly supervises Air Management Program field supervisors.

TIME % Responsibilities and Duties

30% A. Evaluates and ensures the effectiveness of field operational integration, consistency, implementation and coordination within the Air Management Program and Environmental Management Division by the field offices as well as with other department programs and external partners.

- A1. Directs, integrates, coordinates and ensures consistency of Air Management field operations within the Air Management Program; effectively coordinates projects spanning across division programs with the Environmental Management Division with counterparts in other programs and proactively coordinates with field managers and supervisors on projects that span across divisions within the department.
- A2. Oversees and manages the development of field operation policies and communicates implementation procedures to all affected parties to ensure uniform and consistent application.
- A3. Encourages cooperative resolution of both external and internal policy implementation disputes.

- A4. Represents Wisconsin's Air Management program to regional and national air pollution related organizations when requested by the Program Director.
- A5. Works with other governmental agencies, the tribes, and other department Divisions and field units on matters of program integration, coordination, policy development and implementation. Participates on or leads work groups, as directed.
- A6. While representing the field operations of the Air Management program, maintains communication with and obtains cooperation of section chiefs, field supervisors, program coordinators, policy staff and others in the development of field issues, policies and procedures and initiatives.

20% B. Supervises and guides field Air Management supervisors and staff assigned to the field offices.

- B1. Trains, assists, coaches and mentors AM program field supervisors and field staff to develop, enhance, and/or improve their technical, managerial and interpersonal competencies.
- B2. With the AM program's management team, establishes employee performance objectives and monitors the work performance and expected accomplishments of the supervised personnel.
- B3. Performs required supervisory responsibilities including hiring, training, evaluating performance, discipline and handling grievances as requested.
- B4. Monitors harassment and discrimination policies to ensure a respectful and inclusive environment.
- B5. Supports the training and developmental opportunities for all supervisors and staff.
- B6. Manages resources in the field to adjust to fluctuating workloads, when needed and at the direction of the Program Director.

20% C. Provides leadership and assists with strategic direction planning in the development, interpretation, implementation, and evaluation of Air Management Program policies and activities set forth by the Program Director, Air Management Team, and Environmental Management Leadership Team.

- C1. At the direction of the Program/Bureau Director, works with other state and federal agencies, local governments and organizations on a collaborative basis to address Air Management program activities.
- C2. Maintains working relationships with external statewide groups and federal agencies and solicits partners to promote a variety of program activities, ensuring that sustainability is always considered.
- C3. Provides leadership and direction on regulatory innovation and streamlining within the AM program to achieve improved environmental and public health protection and promoting increased program efficiencies.
- C4. In the absence of, or as directed by, the Program Director, responds to inquiries from department managers outside the AM program, the legislature, regulated parties, tribes, the press and the general public.
- C5. As assigned, develops, in cooperation with other staff, department policy positions on proposed federal legislation (including federal budget proposals), policies and procedures, and advises the Program Director, Environmental Management Division and Department administration, Governor's Office, Congressional Representatives and interest groups of potential impact on the Environmental Management Division.

- C6. Performs special projects as assigned by the Program Director or Environmental Management Division administration.

20% D. Provides leadership in all facets of Program and Field operations.

- D1. Establishes program objectives and priorities for field operations.
D2. Assists Program Director with budgeting and work planning.
D3. Leads the development of customer surveys for field operations.
D4. Provides leadership on staffing needs, legislative requests, administrative code changes, and strategic planning initiatives.
D5. Oversees field communications and administrative AM program field issues.
D6. Assigns and schedules work for the AM program field supervisors, as necessary and in cooperation with the Program Director.
D7. Establishes priorities with the Program Director to allocate personnel and financial resources, physical resources, balance workload, and develop and maintain performance measures.
D8. If assigned, serves as Program Director during their absence. Attends meetings on behalf of the Director, chairs program staff and section chief meetings, and oversees staff. Provides briefing to the Program Director on significant issues/concerns following return from their absence.
D9. At the direction of the Program Director, responds to and resolves complaints related to the AM program that relate to statewide program consistency and issues of statewide concern. As directed, encourages cooperative resolution of both external and internal policy implementation disputes.

10% E. Serves as a member of the Air Management Team and an ad hoc member of the Environmental Management Division's Leadership Team to determine statewide policies and consistency.

- E1. Participates in setting Program and Division direction and policy.
E2. Works with Administrator, Director, and team members to resolve politically sensitive Air Management related issues, consistency issues across programs, and issues that may have cross program impacts.
E3. Serves as a member of the Air Management Team (AMT).
E4. Meets regularly with other Field Operations Managers in other Division programs to ensure cross-program integration and collaboration on matters such as staff safety needs, training, consistency and coordination on environmental enforcement matters, and other areas where cross-program consistency and support is needed.

Knowledge, Skills, and Abilities

- Knowledge of environmental protection/natural resources management, business management, and/or environmental science or engineering
- Knowledge of environmental protection programs
- Knowledge of the Air Management program in Wisconsin
- Knowledge of Environmental Management Division programs
- Knowledge of all Department programs
- Knowledge of program management processes of the department

- Knowledge of legislative processes, DNR rule-making process and Wisconsin's conservation and environmental laws and regulations
- Knowledge of the external stakeholders involved in Wisconsin's Air Management program activities
- Skill in leading an environmental or natural resource area.
- Skill in program or project management and administration (policy development and analysis; program planning, implementation & evaluation; setting goals and objectives and implementing total quality improvement principles).
- Skill in partnership and collaborative decision-making.
- Skill in coaching and mentoring for development of employees.
- Skill in strategic leadership including establishing vision, setting direction, initiating strategies, and anticipating future needs, challenges and options for an organization
- Skill in effective communication to a broad range of people both internally and externally
- Skill in making timely, well-reasoned decisions
- Ability to build and effectively utilize relationships and informal networks to achieve goals

Physical Requirements and Environmental Factors

- The majority of time spent in this role will be indoors

Equipment Used:

Computer: including word processing, spreadsheet, database, and multimedia presentations software. Fax machine, telephone, photocopier and calculator.

Personal protective equipment will be required during facility inspections and can include protective eyewear, safety shoes, hearing protection, gloves, hard hat, protective clothing and other.

Operation of a motor vehicle for travel to facilities for inspections, training and meetings is normally required, but other means for this may be arranged.

Telework Evaluation: Position responsibilities do allow for on-going telework up to 60%, per department manual code.