

DEPARTMENT OF NATURAL RESOURCES
Division of Environmental Management

POSITION SUMMARY: The Air Management Biowatch and Toxics Coordinator, is responsible for the administration of the statewide operations for the Wisconsin ambient air monitoring network, outlined by the Clean Air Act (CAA) focusing on Hazardous Air Pollution and the Department of Homeland Security Biowatch Program Guidance. This responsibility includes subject matter expertise on air monitor siting and data acquisition of non-criteria pollutant data ensuring that all monitors consistently meet federal siting criteria and operations adhere to federal guidance. This position is responsible for assuring that Wisconsin's - Department of Homeland Security (DHS) directed - Biowatch air monitoring network operates efficiently, productively and accomplishes air monitoring federally directed objectives and assignments, ensuring that the 24/7 monitoring and response network is highly functional.

This position leads the field, data and chemist team which ensures data completeness of statewide non-criteria pollutant data, including: air toxics which encompasses; biological contaminants, hazardous air pollutants (HAPs), ozone pre-cursors, mercury, PFAS and emerging other contaminants. Work includes consultation with EPA, Wisconsin State Lab of Hygiene, UW and other agencies, as necessary to assure that Wisconsin's ambient air monitoring network meets federal and state monitoring requirements.

The Air Management Biowatch and Toxics Coordinator is responsible for reviewing, understanding and communicating federal and state Hazardous Air Pollutant (HAP) rules and policy as well as ensuring the quality of HAP data collected by Wisconsin's Air Management Program. This position leads the development of Quality Assurance Project Plans (QAPPS), Standard Operating Procedures (SOPS) and the Quality Management Plan (QMP) for the air management program on all non-criteria pollutant HAPs.

Geographic Scope and Travel Requirements: The Air Management Biowatch and Toxics Coordinator will have office space. The position is responsible for the field operations of air quality monitoring data gathered from sites located throughout Wisconsin. At times, the position will require travel to other portions of the state for field work, training and to meet with other members of the statewide team.

Scope of Authority: This position works under general supervision and reports to the Air Monitoring Section Chief.

Goals and Activities:

40% A. Coordinate DNR Statewide Biowatch and Toxics Air Monitoring Operations

- A.1. Coordinates the activities of the statewide air monitoring Biowatch team and the implementation of the national Biowatch protocol including field, QA and IT, ensuring a minimum of 98% data capture for all criteria pollutants.
- A.2. Work with the QA Coordinator to review and resolve findings on calibrations and audits, including verification points, deficiencies observed and effectively recommend actions for improvement and standardization.
- A.3. Provide input to the air monitoring section chief for the development of work plans for staff that are involved in air monitoring field operations. Continuously work with the air monitoring section chief to ensure workload is balanced among field site operators.
- A.4. Lead the statewide training for field operations, including group and one on one trainings. Provide feedback to supervisors on training efficiencies and recommendations.

A.5. Lead the provision of fixed site, special purpose and fenceline monitoring for HAPS. Work with other air monitoring staff or contractors to ensure implementation of operational quality control program and data management tools/platform.

40% B. Coordinate and provide training on Wisconsin's Non-Criteria Pollutant Air Management Technical Work and Tools (Biowatch, urban air toxics, AirTox Screen, EJ Screen)

- B.1. Identify policy needs and direct the development of guidance related to the Biowatch and toxics programs ensuring consistent implementation of policies and standards to meet DHS, EPA and DNR requirements.
- B.2. Ensure clear communication with the air management coordinator's team and AMT on updates or impacts of HAP federal and state policy.
- B.3. Lead the Air Management Toxics team to make recommendations to AMT on federal rule comments and implementation that are beyond the scope of the Air Standards team.
- B.4. Understand and communicate air toxics tools that are available to the public, including but not limited to EJ screen, AirTox Screen and Wisconsin's DHS Screening tool.
- B.5. Ensure the data included in the AirTox Screen is reviewed and areas of focus are identified and communicated.
- B.6. Participate on technical committees and work groups within the department related to risks from hazardous substances released into the environment.
- B.7. Lead response and coordinate with Department of Health Services (DHS), if appropriate, when inquiries are received related to health impacts of HAPs.
- B.8. Serve as point of contact on internal and external questions regarding the state hazardous pollutant rule, chapter NR 445, Wis. Adm. Code. Ensuring responsiveness to questions.

10% C. Management of quality assurance and grant/budget oversight for the Departments Statewide Biowatch and Toxics Ambient Air Monitoring Programs

- C.1. Conduct system and performance audits of Wisconsin DNR air monitoring stations and laboratories in Wisconsin to determine if WDNR/USEPA/DHS Quality Assurance guidelines are met.
- C.2. Prepare and submit audit reports with recommendations for corrective action and improvements in the WDNR air monitoring program and verify compliance with USEPA and DHS audit criteria.
- C.3. As required, assist the air monitoring section chief in preparation of annual federal grant applications for monitoring operations statewide including reporting on accomplishments and preparing planned program accomplishments (PPA) for the future and preparing federal budget needs for the field operations team.
- C.4. Assist in the revision and development of the WDNR Air Management Standard Operating Procedures (SOPs) and Quality Assurance Project Plans (QAPPs).
- C.5. Assist in the preparation of quarterly summary reports for USEPA and DHS on accuracy, precision and comparability of WDNR air monitoring data.

10% D. Professional Development and Team Activities

- D.1. Attend formal training, courses and seminars as recommended and approved.
- D.2. Use teamwork and continuous quality improvement to ensure that work plans and individual goals are met.
- D.3. Identify and raise to the attention of the Monitoring Section Chief areas where continued professional development is needed.

- D.4. Identify and raise to the attention of the Monitoring Section Chief areas where increased efficiencies and/or effectiveness may be achieved in field operations or other areas of the Monitoring Program.
- D.5. Serve on the Air Monitoring Field Operations and Quality Assurance teams determined by the Section Chief, Monitoring Staff Supervisor, and Team Leads.
- D.6. Lead the Air Management Air Toxics Team.

Knowledge, Skills, and Abilities

1. Knowledge of environmental sciences (e.g. chemistry, biochemistry, physics, biology, meteorology, or another natural science).
2. Knowledge of electro-mechanical and electronic equipment and instrumentation.
3. Knowledge of basic computer networking equipment and concepts.
4. Must be proficient in the use of MS Word, MS Excel, and MS Outlook.
5. Technical writing skills necessary for report writing and documentation of standard operating procedures and quality assurance project plans for monitoring instruments.
6. Ability to evaluate and report on air monitoring sample data, audits, calibration, and precision/accuracy data using EPA required data quality assessment methods and procedures to assure that air monitoring data meets standards.
7. Ability to articulate complex chemical principles to general audiences.
8. Ability to review scientific publications, understand and apply what is learned to the work.
9. Demonstrated project management and administration skills (policy development and analysis; program planning, implementation & evaluation; setting goals and objectives and implementing total quality improvement principles).
10. Knowledge of quality assurance and quality control principles

Physical Requirements and Environmental Factors:

Strength Requirements:

- Sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently) about 75% of the time during the course of the year.
- Light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) about 25% of the time during the course of the year. Physically, the position requires bending at the waist, kneeling, crouching, climbing, balancing, lifting, carrying, reaching, handling, fingering, sitting, standing, talking, hearing, seeing (clarity of vision at 20 feet or more, clarity of vision at 20 inches or less), walking on foot.
- Heavy work assisting on a team of fieldworkers exerting up to 50-100 pounds of force occasionally and/or 25-50 pounds of force frequently) Less than 10% of the time during the course of the year.

Environmental Factors: Depending on the time of year, activities include inside and outside work. There may be situations involving sufficient noise to cause the employee to shout in order to be heard. There may be exposure to hazards such as proximity to mechanical parts, airborne pathogens, electrical current, etc. and/or exposure to conditions that affect the respiratory system or the skin, such as fumes or odors that could result in bodily injury if not properly handled.

Telework Evaluation: Limited telework may be available on an as needed basis with permission from the Monitoring Section Chief.