Air Quality Analyst

GENERAL DESCRIPTION

- Prepare technically sound and legally defensible air quality and greenhouse gas analyses and technical appendices, primarily for initial studies and environmental impact reports.
- Prepare analyses to support applications for Indirect Source Review (ISR) for Central Valley projects.
- Prepare analyses to support Health Risk Assessments (HRA).

POSITION OBJECTIVE

- Develop technically and legally defensible air quality analyses and technical appendices to be included in environmental documents, including ISs, EAs, EIRs and EISs.
- Develop scientific air quality and health risk assessments, including, but not limited to, emissions inventories, greenhouse gas/climate change analyses and air dispersion modeling for assessing compliance with ambient air quality standards and significance thresholds.
- Develop air quality policy documents such as air quality elements to general plans and air quality CEQA guidelines.
- Develop mitigation monitoring plans and programs to insure compliance with stated and agreed-to mitigation requirements.
- Meet firm’s and client’s goals within the agreed-upon scope of work and budget.
- Develop and maintain mutually beneficial relationships with clients and colleagues.
- Promote firm’s strengths/reputation in the air quality industry.
- Develop new areas of interest/market areas.

DUTIES AND RESPONSIBILITIES

Development and Training

- Keep abreast of recent legislative, administrative and judicial interpretations of related planning and environmental statutes.
- Keep abreast of the latest developments and updates in regulatory guidance in conducting air quality assessments.
- Training on the use of air quality models utilized for environmental assessments.

Technical/Quality Assurance

- Participate in public and private sector project meetings where requested by Section or Senior Project Manager, including making presentations to the public during scoping, community meetings and public hearings.
- Peer review draft air quality sections of reports and technical appendices prepared within FCS, as requested by company staff, for content, conciseness, completeness and accuracy.
• Conduct research and preparation of air quality sections for environmental documents.

Marketing

• Coordinate and prepare proposal and qualification packages with the Marketing Department.
• Develop project opportunities through proactive marketing.
• Represent FCS at relevant meetings and conferences on air quality issues.
• Prepare fee, schedule, and scope of work for air quality sections of proposals. Provide opportunities to maximize profitability.
• Assist marketing efforts by providing complete descriptions of current projects and updates on resume as required

EDUCATION, KNOWLEDGE AND SKILLS REQUIRED

• A combination of education and experience is needed to provide the required knowledge and skills to effectively fill this position. Typical qualifications include, or are equivalent to:
  • A BS degree(s) in Meteorology, Environmental Science, Environmental Engineering or Science (Chemistry, Physics or Mathematics), Geography or a related field as demonstrated by actual course work.
  • At least 2 years of professional experience in the air quality field in a variety of technical positions. Advanced degrees with relevant coursework and projects may be considered as a substitute for experience.

Knowledge

Thorough understanding of the principles and practices of the planning and environmental consulting industry, including:

• Meteorology, chemistry and factors affecting air pollution distribution and effects.
• Air emissions quantification and reduction through design of innovative mitigation measures.
• US EPA, California Air Resources Board and local Air Quality Management District or Air Pollution Control District air quality regulatory programs and their relationship to the Federal and State Clean Air Acts.
• Federal General Conformity and Transportation Conformity issues.
• Air quality modeling methodologies and guidelines as recommended by local, state and federal regulatory agencies for air quality and health risk assessments.
• Marketing and proposal preparation.

Ability to:

• Produce technically sound and legally defensible air quality studies and analyses and HRAs.
• Provide effective and quality communication through written and oral methods.
• Work creatively as a member of an environmental assessment team.
• Promote teamwork through interpersonal skills.
• Demonstrated proficiency in various mathematical modeling applications including the CALINE4 air quality roadway model, California Air Resources Board’s EMFAC mobile source emission model, the CalEEMod land use emission model; familiarity or experience with USEPA ISC air dispersion model and AERMOD air dispersion model is desirable.
• Demonstrated proficiency in MS Office software applications, especially Word and Excel; as well as Internet usage.

How to apply:

FirstCarbon Solutions is an Equal Opportunity Employer. Please email your resume with cover letter and salary expectations to Careers@brandman.com, with “Attn: Air Quality Analyst Position” in the subject heading.
GENERAL DESCRIPTION

Manage the preparation and administration of technically and legally adequate environmental studies—primarily EIRs or EISs. Responsible for proactive business development and marketing activities. Provides training to technical staff for professional growth.

POSITION OBJECTIVE

- Develop technically and legally defensible environmental documents, including EIRs and EISs.
- Ensure strong financial management and profitability of projects.
- Meet firm’s and client’s goals within the agreed-upon scope of work and budget.
- Develop and maintain mutually beneficial relationships with clients, subconsultants, and colleagues.
- Promote firm’s strengths/reputation in the environmental planning industry.
- Develop new areas of interest/market areas.

DUTIES AND RESPONSIBILITIES

**Administrative**

- Manage administration of clients and subconsultant contracts, project budgets, and billings.
- Support the Section Managers, as requested, in administrative functions, and provide suggestions to improve efficiency and effectiveness.
- Represent the firm in all communications with the client from initial contact through project completion.

**Financial**

- Manages medium to large, complicated, or controversial projects through completion of contract with minimal guidance. Dollar value of projects typically in the range of $200,000.00 to $1,000,000.00.
- Review contractual terms and inform Section Managers of potential conflicts with firm’s policies.
- Prepare project invoices and monitor accounts receivable in a timely and effective manner.
- Seek out opportunities to maximize profitability on projects.
- Provide input for long-range financial planning (i.e., 3- to 6-month workload projections).
- Review and approve project subconsultant invoices.

**Personnel Supervision/Development/Training**

- Plan, organize, schedule, assign, coordinate, and direct the activities of project staff.
- Enhance staff members’ capabilities through training. Review research and written materials submitted from staff and suggest improvements.
- Keep abreast of recent legislative, administrative, and judicial interpretations of related environmental statutes, and ensure that staff members are well informed of changes.
- Identify the need for technical and production staff assistance for projects and assign staff members accordingly, through workload projections, recognizing the need to maximize division use.

**Technical/Quality Assurance**

- Conduct project initiation meetings for team members to explain the proposed project, project issues, sensitive concerns, and establish format for environmental document.
- Conduct and participate in public and private sector project meetings, including making presentations to the public during scoping, community meetings, and public hearings.
- Establish and maintain a high level of communication directly with the client and subconsultants.
- Establish task budgets and time schedules and coordinate with the overall project.
- Coordinate and review project written material. Review staff research and written material for content, conciseness, and completeness.
- Conduct and oversee research and preparation of technical sections for environmental documents.

**Marketing**

- Coordinate and prepare proposal and qualification packages with the Marketing Department.
- Develop project opportunities through proactive marketing.
- Prepare fee, schedule, and scope of work for proposals. Provide opportunities to maximize profitability.
- Obtain project subconsultants and coordinate their input for proposals and qualifications.
- Assist marketing efforts by providing complete descriptions of current projects and updates on resume as required.

**EDUCATION, KNOWLEDGE, AND SKILLS REQUIRED**

A combination of education and experience which provides the required knowledge and skills to effectively fill this position. Typical qualifications include, or are equivalent to:

- A bachelor’s degree in environmental sciences, planning, geography, or related field.
- Approximately 6 years of professional experience in preparing and managing preparation of CEQA and/or NEPA environmental documents.
- Completion of FCS’ speaker’s workshop or equivalent, as determined by FCS management.

**Knowledge**

Thorough understanding of the principles and practices of the environmental consulting industry, including:

- CEQA and/or NEPA and their processing requirements.
- Project management techniques.
- Marketing and proposal preparation.
- Financial management principles and practices.
Skills

Ability to:

- Productively and efficiently manage multidisciplinary and multiple projects.
- Plan, organize, assign, and coordinate the activities of technical and support staff, and subconsultants.
- Provide effective and quality communication through written and oral methods.
- Supervise technical staff on a project-by-project basis.
- Promote teamwork through interpersonal skills.
- Demonstrated proficiency in MS Office software applications, especially Word and Excel; as well as Internet usage

How to apply:

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Director of Air Quality

GENERAL DESCRIPTION

Responsible for direction and continued growth of the air quality business unit, and expanding the existing practice through dynamic growth in new geographies and development of new or enhanced service offerings.

The successful candidate will possess established client relationships in the industry and will have a proven track record of building a new business unit while maintaining profitability.

The successful candidate must possess customer focus and collaboration skills, very good analytic and presentation skills, and the ability to interact positively and constructively with other team members, with clients and with senior levels of management. In addition, the incumbent must understand and consider the broader context in which his/her project or effort is occurring. The incumbent must possess the ability to think strategically and holistically about FCS' objectives and to execute on a tactical level.

DUTIES AND RESPONSIBILITIES

- Develops and manages business plan, and is accountable for sales and revenue performance.
- Develops, implements, and monitors performance of marketing plan and strategy, in coordination with Director of Sales and Business Development.
- Plans for and supervises implementation of all staff operating activities including planning, recruitment, recommends selection of candidates for hiring, training, placement and utilization. Is accountable for achieving utilization objectives.
- Develops new business with existing and new clients to meet performance objectives. Organizes and delegates business development assignments.
- Participates in development of long range strategy, strategic policy and major capital decisions.
- Regularly reviews costs and financial performance. Ensures project and operating controls to improve performance in coordination with Director of Professional Services.
- Serves as internal consultant and provides oversight on matters of marketing, staff training, and quality control/assurance.
- Represents Firm with key clients, and civic and industry associations.
- Serves as Project Director/Manager or other direct contribution on designated projects.
- Regularly develops and evaluates performance of subordinates. Recommends pay and status decisions to President and Director of Professional Services.
- Develops annual strategic plans, marketing plans, and operating budgets for approval by the President and Management Team.
• Assists Director of Marketing and President with development, implementation, and evaluation of firm-wide marketing plans.
• Works with other Directors to meet client requirements, and promote effective utilization of company resources/staff.
• Maintains operational activities and communication within and between other offices.

BACKGROUND AND EXPERIENCE

Required qualifications:

- Experience and confidence to lead and grow business in a dynamic market environment.
- Established relationships in FCS industry sectors.
- Proven knowledge of private and public sector markets.
- Demonstrated ability to manage business units of more than $1,000,000. 5 years P&L experience for division, office or region
- Well-developed teambuilding and influencing skills; unquestioned integrity; and the experience, confidence, and stature to effectively address client and business needs and challenges.
- High degree of technical competence and broad knowledge of federal and state regulations in the energy/carbon/sustainability sectors
- Positive outlook, collaborative, and driven by the success of FCS as a global company.

How to apply:

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