

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)  
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Austin, Texas 78711-3087  
(512)239-0102



**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**State Title:** Program Supervisor VI  
**Functional Title:**  
**Job Posting:** 17052  
Monthly Salary: \$4598.66 - \$5765.00  
Salary Group: B23  
Posting Date: 11/09/2016  
Close Date: 11/28/2016  
Section/Division: Region 12 - Houston Section/ Coastal & East Texas Area Division  
Work Location: 5425 Polk St, Ste H, Houston, TX 77023-1452  
Openings: One(1)  
Position #(s): 3284

### **Job Description:**

Supervises and directs staff in accomplishing Air Program objectives for the Houston Regional Office of the Texas Commission on Environmental Quality (TCEQ). Plans, assigns, and supervises team activities to meet program goals and objectives. Oversees the conduct of environmental investigations to ensure conformance with program guidelines, procedures, policies, rules, and regulations. Monitors the progress of program work plan elements to ensure timely, complete, and technically accurate work products. Approves investigation reports and correspondence; and takes steps to identify and correct nonconforming work. Manages and appraises staff performance in accordance with agency and region policy. Hires, develops, and retains qualified staff through recruitment, training, mentoring, and administering professional development plans. Fosters professionalism in the workplace and handles employee problems swiftly and constructively. Communicates the status of policy implementation, team performance, and other significant issues to the section manager and recommends appropriate responses. Contributes to the continual improvement of the section's management system. Provides outreach and technical assistance concerning policy and technical issues to the general public, regulated community, and other agency customers. Follows region protocols to timely and effectively respond to inquiries from the media and governmental entities.

### **Military Occupational Specialty (MOS) Codes:**

001810, 2605, 2615, 3A100, 0101, 018, 3043, 001815, and 2163

### **Minimum Qualifications:**

Experience in the administration of a program relevant to assignment.

OR Graduation from an accredited four-year college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) with major course work in a field relevant to assignment.

### **Preferred Requirements:**

Experience coordinating or overseeing the work of staff or planning and executing projects.

Experience training or developing staff.

### **Special Requirements:**

Moving up to 30 pounds of equipment/samples.

Traveling up to 10% of the time.

Using air purifying respirator when necessary.

Working more than 40 hours per week, as needed, to complete assignments, or to assist with emergency response efforts.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

**Condition of Employment:**

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer