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1. GENERAL DESCRIPTION

ALL4's Ambient Group is our primary knowledge center for all ambient air dispersion modeling, ambient pollutant monitoring, and meteorological monitoring expertise. The Ambient Group functions both as an independent business unit and as a support function for complex air permitting projects conducted by ALL4. The role of a senior consulting meteorologist is a critical member of the Ambient Group as they are one of the primary technical resources for the group.

1.1 Principal Function


The Senior Consulting Meteorologist serves as the leader and primary driver of the air quality modeling and meteorological/ambient monitoring business development and projects. The Senior Consulting Meteorologist must have a detailed knowledge of the science of air dispersion modeling, the basis for the regulatory application of air dispersion modeling, a good understanding of associated federal and state regulatory air programs, and a working knowledge of process operations at one or more of the key ALL4 industrial client sectors. It is expected that the Senior Consulting Meteorologists will act as the leader of the air quality modeling/monitoring business unit (or POD) at ALL4. As the leader of a POD the Senior Consultant is the principal ALL4 contact for several clients and is responsible for technical and revenue support of between 3 and 8 staff, potentially consisting of senior, mid, and junior level Meteorologists, Scientists, or Engineers. The Senior Consulting Meteorologist may also be the primary client interface relative to assigned project work and function as a Project Manager, depending on the client. As such, they are responsible for developing, or working with the PM to develop, proposals based upon client's requirements and plans, scheduling and managing project work to meet contract requirements within budget and schedule constraints. The Senior Consulting Meteorologist is expected to ensure a revenue stream to sustain, and grow, the POD. The Senior Consulting Meteorologist is expected to maintain a level of expertise on current environmental technical issues beyond air quality modeling and meteorological/ambient monitoring. The Senior Consulting Meteorologist is responsible for providing an active role in the technical training of ALL4 staff. It is expected that the Senior Consulting Meteorologist will be active in regional and national technical organizations by presenting papers, attending meetings, and participating on technical committees. The Senior Consulting Meteorologist is also responsible for understanding, communicating, and implementing ALL4's vision and mission.

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1.2 Client/Project Responsibilities

- 1.2.1 Develops technical approach and cost assumptions for proposals and scope of work documents to attain project work or directs PMs in this function.
- 1.2.2 Develops and implements project plan(s) and schedule(s) to meet contract requirements or directs PMs in this function.
- 1.2.3 Organizes the project team utilizing the necessary resources for success and conducts an internal kickoff meeting with the project team.
- 1.2.4 Implements project procedures to ensure the quality of project deliverables, monitors project activities to confirm that ALL4's and/or client's procedures are followed, and verifies that deliverable items required by the contract or agreement are submitted in the manner and within the time period required.
- 1.2.5 Ensures project compliance with the ALL4 Quality Assurance procedures.
- 1.2.6 Controls project activities to achieve project budget, schedule and financial performance objectives. Monitors project activities with the scope of work and addresses change orders with client. Communicates changes orders to project team.
- 1.2.7 Assumes technical responsibility and maintains routine and timely communication with all internal and external project participants, especially the client, ALL4 project team, equipment vendors, and subcontractors/subconsultants, to ensure that project information and decisions are properly disseminated and understood.
- 1.2.8 Conducts, or ensures that the PM conducts, regular meetings with the project team on status of work.
- 1.2.9 Conducts a coordinated review of project deliverables prior to client issue to assure that the ALL4 documents meet applicable quality and contract requirements.
- 1.2.10 Reviews and approves project invoices prior to transmittal to the client and monitors accounts receivables and secures payment from the client for all aged accounts receivables in accordance with contract terms.
- 1.2.11 Communicates regularly with current client site and corporate contacts to discuss ALL4 performance on existing contracts, upcoming technical or regulatory issues that ALL4 may be able to assist with, and other client facilities where ALL4 may be able to provide services.
- 1.2.12 Establishes project profitability goals and manages project staff and schedule to meet profitability expectations.

1.3 Internal Responsibilities

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- 1.3.1 Leads the ALL4 project team in achieving project goals and objectives and directly interfaces with assigned Senior Consultant(s)/Project Engineer(s)/Project Scientist(s) in coordinating project work.
- 1.3.2 Regularly reports project performance status to the ALL4 Project Management Coordinator.
- 1.3.3 Interfaces with Technical Staff Coordinator to assure proper resources are available for successfully accomplishing assigned project work.
- 1.3.4 Interfaces with client as ALL4's point of contact for all project business.
- 1.3.5 Establishes and maintains relationships with the regulatory community, legal counsel, and industry/environmental technical experts/peers maintain a national presence. Prepares conference papers or presentations.
- 1.3.6 Mentors junior and mid-level staff in technical and project management endeavors.
- 1.3.7 Provides performance review documentation on junior, mid-level, and peer-level staff and provides input to Technical Staff Coordinator and Project Management Coordinator as appropriate.
- 1.3.8 Assumes lead in business development efforts for the client in coordination with the business development professionals, as needed, in securing new work to achieve the goals of ALL4's Business Plan.
- 1.3.9 Utilizes ALL4 project management support systems to ensure project profitability and to satisfy client deliverable and scope of work requirements. Updates and maintains ALL4 project management proposal, backlog, and utilization tracking systems to support ALL4 operations personnel. Reports project time worked in an accurate and timely fashion.
- 1.4 Authorities
 - 1.4.1 Senior Consulting Meteorologist may develop project scopes and project costs and sign proposals for up to \$100,000. A Senior Consulting Meteorologist must obtain a co-signature from an ALL4 Principal for all proposals in excess of \$100,000.
 - 1.4.2 The Senior Consulting Meteorologist may purchase project-related equipment or arrange for subconsultants up to \$5,000 without obtaining direct approval from an ALL4 Principal or Principal Consultant. Equipment or subconsultants costing more than \$5,000 must be approved prior to requisitioning the services. The Senior Consulting Meteorologist may purchase overhead equipment or software up to \$500 without obtaining direct approval from an ALL4 Principal..
 - 1.4.3 Negotiates scope changes and resultant project cost and schedule impact. May authorize change orders up to \$50,000.

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1.4.4 May assign project managers and project staff to work on specific projects within the budgetary and time constraints of the project. Confirmation of project assignment with the Technical Staff Coordinator is required.

1.4.5 May accept and alter ALL4 Standard Terms and Conditions for a client or project only after consulting with an ALL4 Principal.

1.5 Accountabilities

1.5.1 Responsible for ensuring that project work is performed in accordance with Company policies, processes and procedures described in the ALL4 Project Management Manual and related Company policy and procedure manuals.

1.5.2 Accountable to the ALL4 Principals for meeting business unit objectives and goals outlined in the position performance objective plan.

1.6 Position Requisites

1.6.1 A Bachelor's Degree plus a minimum of fifteen (15) years experience in air quality modeling and environmental technical disciplines.

1.6.2 Minimum of eight (8) years of experience managing large (<\$50,000 annually) projects.

1.6.3 Demonstrated ability to manage client accounts between 100,00 and \$250,000 in annual revenue.

1.6.4 Advanced degree or professional registration is preferred. Must have maintain relationships with at least two of the following four groups; Certified Consulting Meteorologist (CCM), American Meteorological Society (AMS), Air and Waste Management Association (AWMA), and the AB3 Committee of AWMA.


1.6.5 Must demonstrate ability to produce ALL4-Quality client deliverables.

1.6.6 Demonstrate proficiency with computer systems including electronic mail/personal organization, word processing, and spreadsheet software.

1.6.7 Must demonstrate proficiency with ALL4 project management support systems.


1.6.8 Must demonstrate proficiency with short-range, long-range, and accidental release air dispersion models.

1.6.9 Must have knowledge of meteorological processors and other air dispersion modeling tools.

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1.6.10 Must be able to understand Fortran code and preferably have some experience with writing and compiling Fortran code.

1.6.11 Should be familiar with and able to design/operate meteorological monitoring systems for 10-meter, tall tower, and Doppler SODAR systems. Should also be familiar with ambient and air toxic monitoring programs.


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2. PROFICIENCY DEMONSTRATION

This section outlines specific milestones to be met by a new employee or newly promoted senior consultant to demonstrate proficiency as an ALL4 Senior Consulting Meteorologist. Achievement of these milestones or demonstration that reasonable progress is being made to achieve the milestones is required in order to ensure that the employee is functioning at the level expected by ALL4 management. ALL4 has established this demonstration period over 3 years with the expectation that 3 years is a sufficient amount of time for achieving the expected level of proficiency for business development and revenue generation.

If, at any time, ALL4 management determines that the Senior Consulting Meteorologist has not achieved these milestones or made reasonable progress and effort to achieve these milestones, a change in the employees position and a commensurate adjustment to the employee's salary is warranted.

Milestone Description	Benchmark	Date
Year 1		
Write ALL4 professional profile	NA	Within 2 weeks of start date.
Coordinate submission of an official announcement of new position.	Announcement should appear in at least 2 trade magazines	Within 2 months of start date.
Develop a simple business plan (BP) and identify key goals to be reached along over the next 3 years.	Present plan to ALL4 partners	Within 2 months of start date.
Develop a list of potential new client contacts and: <ul style="list-style-type: none"> ▪ E-mail new position ▪ Phone call; ▪ Marketing materials (as appropriate) 	NA	Within 3 months of start date.
Coordinate with current ALL4 partners as follows: <ul style="list-style-type: none"> ▪ Phone call/meeting identifying BP and identify synergies. ▪ If applicable, develop joint marketing materials. 	NA	Within 3 months of start date.
Revenue Generation (expected to be ~75% from existing ALL4 clients)	\$200,000 (i.e. 75% utilization @ \$130 to 150/hr)	End of Year 1.

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Milestone Description	Benchmark	Date
Staff Revenue Responsibility	1 (self)	NA
Year 2		
Revenue Generation	\$300,000	End of Year 2.
Staff Revenue Responsibility	1.5 (self and one other staff member @ 50% utilization)	End of Year 2.
Business Plan	Demonstrate progress toward achievement of key BP goals	End of Year 2.
Establish new key clients	2 new key clients (defined as repeat business exceeding \$20,000 annually)	End of Year 2.
Year 3		
Revenue Generation	\$350,000	End of Year 3.
Staff Revenue Responsibility	2.0 (self and one other staff member @ 90+% utilization)	End of Year 3.
Business Plan	Demonstrate achievement of 3-yr BP goals	End of Year 3.
Establish new key clients	2 new key clients (defined as repeat business exceeding \$20,000 annually)	End of Year 3.