

## **AIR QUALITY SPECIALIST I/II**

### **DEFINITION**

Under general supervision, performs professional inspections, investigations and evaluations of existing and potential sources of regulated air contaminants in industrial, commercial and residential establishments, and of construction sites for compliance with Federal, State and Local air quality, including fugitive dust and Naturally Occurring Asbestos (NOA), rules, regulations, control measures and statutes; confers with industry representatives; explains compliance requirements to members of the general public; and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

**Air Quality Specialist I** is the entry-level class of this professional series. Initially under close supervision, incumbents perform basic air quality inspection and evaluation duties while learning the more skilled and complex inspection and technical study procedures, industrial processes and enforcement regulations. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Air Quality Specialist II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications for the higher-level class.

**Air Quality Specialist II** is the journey level class in this series. Incumbents work under general supervision and perform a wide range of air quality inspection and evaluation duties. Incumbents may provide technical direction to lower level staff. This class is distinguished from Senior Air Quality Specialist in that the latter is the advanced specialist level, performing difficult, complex and specialized work, exercising a higher degree of independent judgment on diverse and generalized assignments with a greater degree of accountability and on-going decision making responsibility.

### **EXAMPLES OF DUTIES** (Illustrative Only)

- Conducts inspections and surveillance of industrial and commercial facilities for compliance with permit conditions and regulations; determines adequacy of air pollution control maintenance programs; makes periodic inspections to ensure proper operation of permitted equipment.
- Investigates complaints of nuisance and alleged violations of air quality regulations; interviews complainants; initiates appropriate action to resolve problems.
- Maintains records and prepares detailed reports regarding violations, complaints, contacts, special investigations and violation follow-up; documents sources of air pollution, control equipment, methods of operation and related data.
- Analyzes and determines the cause and nature of air contaminants or fugitive dust emissions.
- Coordinates the emission testing of sources.
- Identifies problems requiring source testing or engineering evaluation.
- Participates in negotiations with violators for voluntary compliance to laws, rules, regulations and policies of air pollution control; recommends enforcement actions.
- Participates in the development of the emission inventory.
- Explains air pollution statutes, regulations and information to the general public and business concerns by telephone, in the office or in the field; coordinates with other County departments and with outside agencies as needed.
- Assists in the review of applications for and issuance of permits.
- Issues legal notices for violations of the Air Quality Management District Rules and Regulations.

- May represent the Air Quality Management District in public and private meetings with industrial, commercial and public agency officials.
- Assists in the training of new staff in areas of assignment.

## **QUALIFICATIONS**

### **Knowledge of:**

- o Principles of physics, chemistry, mathematics and engineering related to air pollution control.
- o Basic scientific research methods.
- o Design and use of air pollution control devices, instruments and equipment.
- o Office procedures and operation of standard office equipment including personal computers.
- o District rules and standards pertaining to air pollution control, industrial processes and related mechanical, electrical and chemical systems.
- o Techniques for dealing with a variety of individuals, often in difficult situations.
- o Investigation procedures and principles.
- o Principles and methods of measuring atmospheric conditions and air pollution.
- o Types and characteristics of air contaminants.
- o Federal, State and Local rules, regulations, and statutes related to air quality, including fugitive dust.
- o Naturally Occurring Asbestos (NOA) rules, regulations and control measures.

### **Skill in:**

- o Applying air quality inspection techniques.
- o Establishing and maintaining working relationships with staff, public, commercial and industrial sources, and other regulatory agencies.
- o Analyzing and evaluating the results of sampling studies.
- o Exercising sound, independent judgment within established guidelines.
- o Interpreting and applying District rules and regulations.
- o Communicating clearly and concisely, both orally and in writing.
- o Maintaining accurate records and files.
- o Preparing clear, concise and accurate reports, correspondence and other written materials.
- o Using standard office equipment, including personal computers.
- o Reading and interpreting blueprints and specifications.
- o Detecting, documenting and collecting evidence of violations of air pollution control laws.
- o Analyzing a variety of enforcement related problems, and recommending solutions.

### **Other Requirements:**

Must possess a valid driver's license.

### **Education and Experience**

**Air Quality Specialist I:** Possession of a Bachelor's degree from an accredited college or university in chemistry, biology, engineering, environmental science, or a closely related field. Must obtain a Visible Emission Evaluation Certificate from the Air Resources Board within the first six months of employment.

**Air Quality Specialist II:** In addition to the above, one year of experience in air quality inspection and evaluation at a level equivalent to the County's class of Air Quality Specialist I. Must possess a Visible Emission Evaluation Certificate from the Air Resources Board.

**NOTE:** The above qualifications are typically accepted ways of obtaining the required knowledge and skills.