



APRIL 2018
FLSA: NON-EXEMPT
Bargaining Unit: PL
JCN: 4641/4642

County of El Dorado
4641, 4642

JCN#

October 1996
Revised: July 2001
Revised: October 2005
Revised: September 2008
Revised: November 2014

AIR QUALITY SPECIALIST I/II

DEFINITION

Under immediate or general supervision, performs compliance inspections, investigations, and evaluations of existing and potential sources of regulated air contaminants at businesses, residences, and construction sites for compliance with ~~Federal, State~~federal, state, and ~~Local~~local air quality requirements, rules, and regulations, ~~control measures and statutes~~; confers with peers, ~~State as well as state~~ and ~~Federal~~federal agency representatives; explains compliance requirements to residents, property and business ~~operators~~owners, and- the general public; and performs related duties as required.

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives immediate or general supervision from the Sr. Air Quality Engineer or Air Pollution Control Officer. Exercises no supervision over staff.

CLASS CHARACTERISTICS

Air Quality Specialist I: This is the entry-level ~~class of this professional classification in the Air Quality Specialist series.~~ Initially under ~~close~~immediate supervision, incumbents learn and perform basic air quality inspection and evaluation duties while learning the more skilled~~routine~~ source inspections of grantees, and complex inspection~~permitted~~ and technical study procedures, industrial processes~~non-permitted sites to investigate for the presence and enforcement regulations.~~ levels of a variety of air pollutants, review and approve dust plans and burn permits, and respond to complaints from the public for prohibited burning, dust, and odor. As experience is gained, duties become more diversified and are performed under assignments become more varied, complex, and difficult; immediate supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods.

Air Quality Specialist II: This is the fully qualified journey-level classification in the Air Quality Specialist series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Sr. Air Quality Specialist in that the latter provides technical and functional direction to lower-level support staff and is responsible for the more ~~general supervision.~~ This complex work.

Positions in the Air Quality Specialist class ~~is alternately~~ series are flexibly staffed with Air Quality

~~Specialist II, and incumbents may advance to positions at the higher II-level are normally filled by advancement from the I-level after gaining the certification, 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 journey 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~~TYPICAL JOB FUNCTIONS (Illustrative Only)

- ~~Explains air pollution statutes, Schedules and conducts inspections of permitted and non-permitted sources of air pollutants to ensure compliance with federal, state, and local air quality laws and regulations.~~
- ~~Schedules and inspects grantee projects at residences, businesses, and ~~information~~other locations to the general-ensure compliance with grant program requirements.~~
- ~~Reviews pollutant source permits to ensure that permitted sites meet requirements and are compliant with permitting conditions; reviews documentation from previous inspections to determine if non-compliant sources have improved conditions; takes corrective action when necessary; performs follow-up inspections as needed to ensure remediation of non-compliant conditions.~~
- ~~Inspects non-permitted sources to determine if a permit is required; advises on the same.~~
- ~~Performs forms inspections of construction sites to measure and evaluate fugitive dust and naturally occurring asbestos levels; ensures compliance with dust plans on construction sites.~~
- ~~Observes source testing at gasoline stations to ensure that testing is consistent with state approved methodologies; verifies that test results are within acceptable parameters and issues notices of non-compliance when necessary; initiates corrective action when results are grossly outside of defined parameters and ensures expedient follow-up inspections to verify remediation.~~
- ~~Receives and investigates air quality and air pollutant complaints from the public regarding a variety of concerns including excessive dust, odor, and prohibited burning.~~
- ~~Reviews and approves dust plans and burn permits.~~
- ~~Patrols County areas for prohibited burn and dust generating activities.~~
- ~~Patrols odor complaint sites for compliance with the Nuisance Rule.~~
- ~~Patrols service areas for prohibited burn activities.~~
- ~~Performs public outreach and education regarding air quality rules, regulations, and programs; advises property and business operators, owners, contractors, and the public on the guidelines and regulations for burning and fugitive dust.~~
- ~~Coordinates activities with other County departments and outside agencies.~~
- ~~Assists in the review of permit applications.~~
- ~~Conducts annual and follow-up periodic verification inspections and surveillance of industrial and commercial facilities to determine compliance with permit conditions and regulations, adequacy of air pollution control maintenance programs, and ensures proper operation of permitted equipment.~~
- ~~Investigates complaints of nuisance and air quality regulation violations by interviewing complainants and implementing appropriate corrective actions.~~
- ~~Participates in after hours on call assignments for complaint response and information dissemination.~~
- ~~Analyzes and determines the cause and nature of air contaminants or fugitive dust emissions.~~
- ~~Identifies problems requiring source testing or engineering evaluation.~~
- ~~Coordinates and observes source emission testing.~~

- Maintains written and electronic records and prepares detailed reports regarding inspections, violations, complaints, and contacts; documents sources of air pollution, control equipment, methods of operation and related data.
- ~~Recommends enforcement actions for violations of laws, rules, regulations and policies of air pollution control.~~
- Employs Mutual Settlement Program to estimate appropriate penalty amounts, drafts settlement letters, and presents findings to the Air Pollution Control Officer; works with first violators to complete compliance courses.
- Participates in the development of the emission inventory.
- Represents the Air Quality Management District in meetings with residents, ~~business~~businesses, and public agency officials.
- ~~Assists in the training of new staff.~~
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- ~~Performs other duties as assigned.~~
- ~~Performs a variety of administrative support duties including preparing and filing records and reports, providing front-counter customer service over the phone and in person, receiving and scanning documents, and processing payments.~~
- ~~Performs related duties as assigned.~~

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.

Knowledge of:

- Principles of physics, chemistry, mathematics, and engineering related to air pollution control.
- Basic scientific research methods.
- Design and use of air pollution control devices, instruments, and equipment.
- ~~Office procedures and operation of standard office equipment including personal computers.~~
- Industrial air pollution control processes and related mechanical, electrical, and chemical systems.
- Investigation procedures and principles.
- Principles and methods of measuring atmospheric conditions and air pollution.
- Types and characteristics of air contaminants.
- Federal, State~~Applicable federal, state,~~ and District~~local~~ air quality laws, rules, and regulations, and statutes, including those related to smoke management, fugitive dust, and naturally occurring asbestos.

Skill in:

- ~~Reading and interpreting plans and specifications.~~
- ~~Applying District rules and regulations.~~
- ~~Applying air quality inspection techniques.~~
- ~~Detecting, documenting and collecting evidence of air quality violations.~~
- ~~Maintaining accurate records and files.~~
- ~~Preparing clear, concise and accurate reports, correspondence and other written materials.~~
- ~~Using standard office equipment, including personal computers.~~
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- ~~o Demonstrate a strong work ethic.~~
- Conduct sample studies, and analyze and interpret study results.
- Read and interpret complex and technical plans and specifications.
- Apply air quality inspection techniques.
- Detect, document, and collect evidence of air quality violations.
- Maintain accurate records and files.
- Prepare clear, concise, and accurate reports, correspondence, and other written material.
- Evaluate complex circumstances, identify alternate solutions, and make and implement recommendations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, grant program requirements, procedures, and standards relevant to the assigned area of responsibility.
- Effectively enforce air quality laws, rules, and regulations in a professional, courteous manner.
- Effectively represent the District and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ~~o Establish and maintain, and foster positive and effective working relationships with staff, public, source operators, and other agency staff. those contacted in the course of work.~~
- ~~o Deal with a variety of individuals in difficult situations.~~
- ~~o Exercise sound, independent judgment within established guidelines.~~
- ~~o Communicate clearly and concisely, orally and in writing.~~
- ~~o Analyze a variety of compliance obstacles and recommending solutions.~~
- ~~o Analyze and evaluating sampling study results.~~

Other Requirements:

~~Must possess a valid driver's license. Must work a flexible schedule and perform after hours on call assignments.~~

Education and Experience

~~Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.~~

~~Air Quality Specialist I: Possession of Equivalent to a Bachelor's bachelor's degree from an accredited four-year college or university with major coursework in chemistry, biology, engineering, environmental science, or a closely related field. Must~~

Air Quality Specialist II: Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in chemistry, biology, engineering, environmental science, or a closely related field, and two (2) years of experience at a level equivalent to the County's class of Air Quality Specialist I.

Licenses and Certifications:

Air Quality Specialist I and II:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

Air Quality Specialist I:

- Possession of, or ability to obtain, a Visible ~~Emission~~Emissions Evaluation ~~Certificate from~~ certification issued by the Air Resources Board within ~~the first six~~ (6) months of ~~employment~~appointment.

~~**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 District's class of Air Quality Specialist I. Must possess Air Quality Specialist II:~~

- Possession of a Visible ~~Emission~~Emissions Evaluation ~~Certificate from~~certification issued by the Air Resources Board ~~by the date of appointment.~~

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

This is primarily a field work classification position with periodic sedentary office work conducted at the beginning and end of workdays. Must possess mobility to inspect source sites, including traversing uneven terrain, climbing stairs, standing for extended periods, and other temporary or construction access points; to operate a motor vehicle and to visit various County and meeting sites. Must also possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees also work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing District policies and procedures.

Air Quality Specialist I/II

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WORKING CONDITIONS

Incumbents are required to periodically work evenings, weekends, and on-call.