



SR. AIR QUALITY SPECIALIST

DEFINITION

Under general direction, performs the most complex and difficult compliance 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; supervises and provides technical guidance to the air quality specialist staff; confers with state and federal agency representatives; explains compliance requirements to residents, property and business owners, and members of the general public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Air Pollution Control Officer. Exercises direct or general supervision over the Air Quality Specialist I/II's. Provides technical and functional direction and training to entry-level and journey-level staff performing air quality inspections and investigations.

CLASS CHARACTERISTICS

This is the advanced/lead and supervisory level classification in the Air Quality Specialist series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of duties assigned including the most complex and specialized source inspections of permitted and non-permitted sites to investigate for the presence and 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. Incumbents also provide functional and technical direction to clerical and technical staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Performs the most complex and specialized inspections and investigations 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 other locations to ensure compliance with grant program requirements.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; implements discipline and termination procedures.
- Provides functional and technical direction to lower-level staff performing air quality inspections and investigations; provides training on work procedures.
- 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 industrial and commercial equipment for which permits are pending; investigates new and existing businesses and determines if permit is required.
- Performs 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 significantly 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 areas for prohibited burn and dust generating activities.
- Patrols odor complaint sites for compliance with the Nuisance Rule.
- Assists in the preparation of difficult mutual settlement cases.
- Performs public outreach and education regarding air quality rules, regulations, and programs; advises property and business owners, contractors, and the public on the guidelines and regulations for burning and fugitive dust.
- Performs source inspections to verify eligibility for Air Quality Management District grant programs.
- Coordinates activities with other County departments and outside agencies.
- Conducts 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.
- 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.
- Identifies problems requiring source testing or engineering evaluation.
- Coordinates and observes source emission testing.
- 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, businesses, and public agency officials.
- Perform after hours on-call duty to respond to complaints, grant inquiries and update the burn day information.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of physics, chemistry, mathematics, and engineering related to air pollution control.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Applicable federal, state, and local air quality laws, rules, and regulations, including those related to smoke management, fugitive dust, and naturally occurring asbestos.
- Design and use of air pollution control devices, instruments, and equipment.
- 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.
- Air quality plan components and methodologies of calculating impacts of air pollution control measures.
- Basic scientific research methods.
- Principles and techniques of sampling and analysis of specimens.

- 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:

- Provide staff leadership and work direction.
- Train staff in work procedures.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Conduct sample studies, and analyze and interpret study results.
- Read and interpret complex and technical plans and specifications.
- Apply air quality inspection techniques including detecting, documenting, and collecting evidence of violations of air pollution control laws.
- Maintain accurate records and files.
- Prepare clear, concise, and accurate reports, correspondence, and other written material.
- Analyze and recommend solutions to varied complex air pollution control and enforcement problems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, grant program requirements, policies and 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.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

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

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- Possession of, or ability to obtain, a Visible Emissions Evaluation certification issued by the Air Resources Board within six (6) months of appointment.

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 also work in the field and occasionally be 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.

WORKING CONDITIONS

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