



APRIL 2018
FLSA: NON-EXEMPT
Bargaining Unit: PL
JCN: 4109

COUNTY OF EL DORADO
AIRENGR

November 1994

AIR QUALITY ENGINEER

DEFINITION

Under general supervision direction, performs professional engineering reviews evaluations and assessments to minimize and control air pollution, air pollution precursors, and toxic air contaminants to protect human health and the environment; performs engineering evaluations of emission stationary and portable pollutant emitting sources; evaluates applications for permits to construct and operate; evaluates emission inventory plans and reports; develops and implements grant programs; and performs related duties as assigned.

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Sr. Air Quality Engineer or Air Pollution Control Officer. Exercises no supervision over staff. May provide technical and functional direction and training to lower-level staff.

CLASS CHARACTERISTICS

This is an experienced class, the fully competent to-qualified journey-level classification in the Air Quality Engineer series. Incumbents perform routine to complex and difficult assignments related to control of industrial and commercial sources of air pollution, including special engineering studies and projects. This class is distinguished from the Associate Civil Engineer in that an employee in this class exercises considerable independent judgment and discretion for assignments within the Air Pollution Control Program guidelines. This class differs from the Senior Civil Engineer class in that the latter is a first line supervisory level class in the professional engineering series. Positions at this level are responsible for performing the full range of duties as assigned, working independently, and exercising considerable 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 Engineer in that the latter is a full-level supervisor with responsibility for assigning, reviewing, and evaluating the work of assigned professional, technical, and administrative support staff; and performing the more complex, sensitive and difficult industrial and commercial sources of air pollution, including special engineering studies and projects.

EXAMPLES OF DUTIES TYPICAL JOB FUNCTIONS (Illustrative Only)

- Evaluates stationary and mobile sources of air pollutants and contaminants to ensure compliance with federal, state, and local laws and regulations.
- Reviews a wide variety of documents for development, construction, and operation projects to calculate emission rates, and advises on the same.

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- Reviews and evaluates permit applications, including calculating criteria, emission rates and permit fees, determining compliance or non-compliance with Air Quality regulations, determining and recommending best available control technology, defining permit conditions, and issuing authority to construct permits; screens and processes annual data updates for permits.
- Reviews new development proposals for consistency with California Environmental Quality Act (CEQA), Air District rules, federal and state requirements; drafts and provides comments.
- Conducts on-site compliance inspections of sources and abatement devices; evaluates compliance and recommends enforcement actions.
- Reviews permit and enforcement files to prepare materials and responses for variance requests, violation notices, case summaries, and hearing board referrals; recommends appropriate actions; may testify on behalf of the ~~district~~District.
- ~~Participates in calculating, reviewing and correcting~~Calculates, reviews, and corrects the emissions inventory; evaluates accuracy of source emission calculations and methodologies; develops, maintains, and refines computer models of activity levels and emissions.
- Conducts environmental audits, compliance inspections, and source tests; evaluates results and recommends appropriate actions, including violation notices.
- Conducts toxic risk screening and risk assessment analyses; calculates toxic emissions, determines and applies appropriate air dispersion model, calculates maximum concentrations and calculates risk; recommends approval or denial of permit application.
- Reviews and monitors federal and state legislation related to the area of assignment and evaluates possible effects of legislation on District policies and procedures; makes recommendations for and implements changes as needed.
- Researches grant opportunities, prepares applications, and implements awarded grant funds; administers District grants, including screening grant applicants for eligibility, tracking expenditures, calculating reductions achieved, and preparing and submitting reports.
- Develops and recommends revisions to ~~district procedures~~District rules, procedures, Sacramento Region State Implementation Plan submittals, and policies.
- Responds in person, by telephone, and in writing to industry, public, and ~~district~~District inquiries regarding regulation interpretation, permit preparation, various compliance measures, and emission calculation methods ~~in person, by telephone and in writing~~.
- ~~Reviews and monitors legislation applicable to Air Quality.~~
- Serves on interdisciplinary committees and task forces as an air quality advisor; acts as a consultant to community groups and participates on a variety of planning and educational committees.
- Stays abreast of new trends and innovations in the field of air quality and air contaminants.
- Provides technical assistance to staff.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Performs ~~other~~related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Engineering principles and practices applicable to assigned area of responsibility.
- Air pollution analysis techniques and control methodologies and equipment.
- Applicable ~~district~~federal, state, and ~~federal~~local laws, ~~rules~~codes, and regulations.
- Industrial processes and pollution control equipment.
- ~~Computer applications as related to the work.~~
- Industrial chemical processes and equipment.
- Recordkeeping and report preparation practices.

Skill in:

- PerformingProcesses and procedures of a municipal government agency applicable to the area of assignment including the conduct of public hearings and process for gaining public approval.
- Grant application and administration procedures.
- 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:

- Perform complex professional engineering work independently.
- ApplyingApply sound engineering principles and techniques in a variety of air quality engineering matters.
- PerformingPerform detailed analysis of designs, specifications, and plans.
- ConductingConduct a variety of air quality engineering studies.
- ~~Organizing work, setting priorities and exercising sound independent judgment within policy guidelines.~~
- AnalyzingAnalyze complex engineering data and reports, evaluatingevaluate alternatives, and reachingreach sound conclusions.
- PreparingDevelop and recommend environmental mitigation for projects.
- Prepare comprehensive, effective grant applications; administer grant funded programs and produce reports.
- Prepare clear, concise, and accurate reports, records, and correspondence.
- Establishing and maintainingUnderstand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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.

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- 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 ~~the~~-work-

Other Requirements:

- ~~Must possess a valid California driver's license. Must be able to obtain and maintain California Air Resources Board Certification for Visible Emissions Evaluation. Ability to climb ladders and towers and work in the presence of potentially hazardous or toxic materials.~~

Education and Experience:

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

Equivalent to ~~graduation~~ a bachelor's degree from ~~a~~ an accredited four-year college or university with major coursework in chemical, mechanical, petroleum, combustion, or environmental air quality engineering, or a closely related field, ~~plus three~~ and two (2) years of progressively responsible experience in air quality engineering or a closely related field.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a Visible Emissions Evaluation certification issued by the Air Resources Board by the date of appointment.

PHYSICAL DEMANDS

~~Must possess~~ **NOTE:** ~~The above qualifications are a typically accepted way of obtaining the required knowledge and skills.~~ mobility to work in a standard office setting and use standard office equipment, including a computer, 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; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification with frequent field work such as inspecting business, residence and development sites. 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

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Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also 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 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.