



**APRIL 2018**  
**FLSA: NON-EXEMPT**  
**Bargaining Unit: PL**  
**JCN: 4643**

JCN# 4643

County of El Dorado  
October 1996

Revised: July 2001  
Revised: September 2008

## **SENIOR SR. AIR QUALITY SPECIALIST**

### **DEFINITION**

Under general ~~supervision~~direction, performs the most complex and difficult compliance inspections ~~and~~, 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~~federal, state, and Local air quality, ~~including fugitive dust and Naturally Occurring Asbestos (NOA) rules, regulations, control measures and statutes~~; provides technical guidance to other air quality specialist staff; confers with state and federal agency representatives; explains compliance requirements to ~~member~~residents, property and business owners, and members of the general public; 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. Provides technical and functional direction and training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is the advanced ~~specialist level, which performs difficult, technical, complex and specialized air quality inspection and investigation duties~~. lead level classification in the Air Quality Specialist series. Incumbents may 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 training to technical staff.

### **EXAMPLES OF ~~in~~ TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Performs the performance of most complex and specialized inspections and investigations related to of permitted and non-permitted sources of air pollution control, but do not have ongoing lead responsibilities. This is not considered a supervisory class in that the selection and discipline of employees is not assigned to this level 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.

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

- ~~Conducts the most complex and difficult 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.~~
- Provides functional and technical direction to lower-level staff in the performance of performing air quality inspections and investigations ~~related to air pollution control~~; provides training on work procedures.
- ~~Assists in the training of staff in areas of assignment.~~
- ~~Investigates complaints of nuisance and alleged violations of air quality regulations; interviews complainants; initiates appropriate action to resolve problems.~~
- 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.
- ~~Issues~~ 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 with District regulations; re-inspects source 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 service areas for remedial actions and prohibited burn and dust generating activities.
- Patrols odor complaint sites for compliance; assists with the Nuisance Rule.
- Assists in the preparation of difficult mutual settlement cases.
- ~~Participates in negotiations with violators for voluntary compliance to laws, Performs public outreach and education regarding air quality rules, regulations and policies of air pollution control; recommends enforcement actions.~~
- ~~Participates in the development of the emission inventory.~~
- ~~Interacts with industry representatives to explain all aspects of air quality enforcement; answers questions, and provides information programs; advises property and assistance to the public, industries, commercial businesses business owners, contractors, and other the public agencies on the guidelines and regulations for burning and fugitive dust.~~
- ~~Represents the~~ Performs source inspections to verify eligibility for Air Quality Management District in public and private meetings grant programs.
- Coordinates activities with other County departments and outside agencies.
- Conducts periodic verification inspections and surveillance of industrial, commercial and public agency officials 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 the and observes source emission testing of sources.

- 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.
  - ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
  - Represents the Air Quality Management District in meetings with residents, businesses, and public agency officials.
  - ➤ Performs related ~~work~~ duties as assigned.
- ~~Senior Air Quality Specialist~~  
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## QUALIFICATIONS

### **Knowledge of:**

- Principles or providing functional direction and training.
- ⇒ Principles of physics, chemistry, mathematics, and engineering related to air pollution control.
- ~~Basic scientific research methods.~~
- Principles Applicable federal, state, and ~~concepts of basic process~~ 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.
- ⇒ ~~District rules and standards pertaining to Industrial~~ air pollution control, ~~industrial~~ processes and related mechanical, electrical, and chemical systems.
- ⇒ Investigation procedures and ~~practices~~ principles.
- ⇒ Principles and methods of measuring atmospheric conditions and air pollution.
- ⇒ ~~Sources, types~~ Types and characteristics of air contaminants.
- ~~Design and use of air pollution control devices, instruments and equipment.~~
- ⇒ 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.
- ~~Office practices~~ Principles and ~~procedures~~ 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 ~~use of standard office~~ 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.
- ~~Techniques for dealing with a variety of individuals, often in difficult situations.~~
- ~~Federal, State and Local rules, regulations, and statutes related to air quality, including fugitive dust.~~
- ~~Naturally Occurring Asbestos (NOA) rules, regulations and control measures.~~

### **Skill in:**

- Applying 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.
- 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.
- Reading ~~Maintain accurate records~~ and ~~interpreting blueprints~~ files.
- ⇒ Prepare clear, concise, and specifications. ~~—accurate reports, correspondence, and other written material.~~
- ⇒ Analyzing ~~Analyze~~ and ~~recommending~~ recommend solutions to varied complex air pollution control and enforcement problems.
- ⇒ ~~Interpreting~~ Understand, interpret, and applying District rules and ~~apply all pertinent laws, codes, regulations.~~
- ⇒ Analyzing, grant program requirements, policies and procedures, and evaluating ~~standards relevant to the results assigned area of sampling studies.~~ responsibility.
- Establishing and maintaining ~~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 staff, public, commercial and industrial sources, and other regulatory agencies.~~ those contacted in the course of work.
- ⇒ ~~Exercising sound, independent judgment within established guidelines.~~
- ⇒ ~~Communicating effectively in public and private meetings.~~
- ⇒ ~~Maintaining accurate records and files.~~
- ⇒ ~~Preparing clear, concise and accurate reports, correspondence and other written materials.~~
- ⇒ ~~Training staff in work procedures.~~

#### **Other Requirements:**

~~Must possess a valid driver's license. Must possess a certificate issued by the Air Resources Board in Visible Emission Evaluation. Must be available for on-call and overtime duty.~~

#### **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**

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

### **Licenses and Certifications:**

- Possession of **NOTE:** ~~The above qualifications are a typically accepted way of obtaining the required knowledge and skills,~~ 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**

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.