



AIR QUALITY COMPLIANCE SPECIALIST I/II

DEFINITION

Under general supervision, learns and performs field inspections and technical office duties to ensure compliance with federal, state, regional, local and District laws, rules and regulations regarding a variety of emission sources. Investigates complaints of reported sources of air pollution; assists with the development and settlement of enforcement cases; performs technical research and prepares reports, may administer one or more specialized pollution control inspection programs; and performs related work as required.

CLASS CHARACTERISTICS

Air Quality Compliance Specialist I: This is the entry-level class in the Air Quality Control Specialist class series. Initially under close supervision, incumbents with an educational background and/or practical experience learn technical air quality control principles and practices and related inspection techniques. As knowledge and experience are gained, the work becomes broader in scope; assignments are more varied and are performed under supervision that is more general. This position is alternatively staffed with Air Quality Compliance Specialist II and an incumbent may advance to the higher-level after gaining the knowledge, skill, and experience that meet the qualifications for and demonstrate the ability to perform the work of the higher-level class.

Air Quality Compliance Specialist II: This is the experienced-level class in the Air Quality Compliance Specialist series. While the work may vary depending upon assignment, all incumbents work independently within established guidelines to perform a wide variety of air quality technical and inspection activities under general direction.

SUPERVISION RECEIVED AND EXERCISED

The Air Pollution Control Officer provides general direction. The Air Quality Compliance Supervisor provides day-to-day work assignment and review, technical direction, and work training.

EXAMPLES OF DUTIES (Illustrative Only)

- Conducts annual inspections, evaluations, and documentation of stationary emission sources to determine compliance with air pollution control laws and regulations.
- Investigates dust, odor, and burn complaints; reviews inspection reports and documentation and recommends appropriate enforcement and settlement actions.
- Acts as a representative of the District in meetings with various federal, state, regional, local agencies, businesses, and private organizations and responds to public inquiries regarding complex laws, rules, and regulations; may represent the District in public hearings and other meetings.
- Attends settlement conferences; may conduct workshops and meetings and provide consultation and advice to individuals and businesses in matters related to area of expert knowledge.
- Works with legal staff in enforcement cases; may testify in court as required.

- May administer a specialized District program, such as the agricultural burning program; from explaining rules and regulations, investigating complaints, issuing permits, and verifying all conditions are adhered to. This work may be required to be performed on weekends outside of normal working hours.
- Inspects retail gasoline stations and other specialized industrial and/or commercial sites,
- Prepares and reviews emission inventories and reports; reviews air toxic plans and reports.
- Maintains accurate manual and automated records and files; prepares correspondence, periodic, and special reports and other written materials as required.
- Keeps abreast of changes in technology, laws, rules, and regulations that may affect areas of responsibility and recommends procedural and operational changes as required.

QUALIFICATIONS

Knowledge of:

Air Quality Compliance Specialist I

- Basic principles and practices of at least one professional discipline such as chemistry, toxicology, statistics, economics, environmental planning or engineering related to air quality compliance activities.
- Basic methods and techniques of inspecting, testing, and evaluating air pollution emission sources.
- Basic methods and procedures of environmental review, planning, or rule development.
- Basic practices and procedures of performing technical studies, evaluating alternatives, making recommendations and preparing narrative and statistical reports.
- Techniques of inspecting a wide variety of commercial, industrial, agricultural, and other sources of air pollution.
- Computer applications related to work.
- Data analysis and statistical preparation techniques.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Air Quality Compliance Specialist II

In addition to the above:

- Methods and procedures of environmental review, planning, and rule development.
- Methods and techniques of inspecting, testing, and evaluating air pollution emission sources.
- Practices and procedures of performing technical studies, evaluating alternatives, recommendations and preparing narrative and statistical reports.
- Applicable federal, state, regional, local and district air quality rules and regulations.
- Instrumentation and safety procedures related to the work.
- Policies and procedures for enforcement of air quality standards and regulations as well as mitigation of emission sources.
- Practices for developing and implementing rules, regulations, and procedures.

Skill in:

Air Quality Compliance Specialist I

- Learning, interpreting, and applying complex federal, state, regional and local air quality laws, rules, and regulations.
- Learning to conduct effective air quality compliance inspections and to safely use and perform basic maintenance on testing equipment.
- Within guidelines, conducting investigations related to air quality emissions and their mitigation and preparing clear and persuasive reports and recommendations.
- Using initiative, discretion, and sound independent judgment within specified procedural guidelines.
- Preparing clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintaining accurate records and files.
- Making accurate mathematical calculations.
- Assisting legal staff in the preparation of enforcement cases and testifying effectively in court.
- Effectively representing the District in meetings with governmental agencies, community groups and various businesses, educational, regulatory, and legislative organizations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Air Quality Compliance Specialist II

In addition to the above:

- Independently conducting complex technical inspections and studies related to air quality emissions and their mitigation and preparing clear and persuasive reports and recommendations.

Education and Experience:

Equivalent to graduation from a four-year college or university with major coursework in engineering, biology, chemistry, environmental science, physical sciences or a field related to the work. Additional experience as defined above may be substituted for the required education on a year-for-year basis.

Air Quality Compliance Specialist I: No experience is required; however, some internship or related paraprofessional experience is desirable.

Air Quality Compliance Specialist II: Two years of professional air quality inspection and compliance experience equivalent to the District's class of Air Quality Compliance Specialist I.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record. The successful candidate must obtain and maintain, within a timeframe specified by the District, a California Visible Emissions Evaluation certificate.

Other Requirements:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; strength and stamina to conduct inspections at indoor and outdoor sites, to lift and carry inspection and testing tools weighing up to 50 pounds, to wear protective equipment, and to perform work near hazardous or moving equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.