



TITLE: AIR POLLUTION CONTROL SPECIALIST I/II

FLSA: Non-Exempt

BOARD APPROVED: September 17, 2019

BARGAINING UNIT: Misc.

DEFINITION

Under the direct supervision of the Air Pollution Control ~~Officer~~~~Program Manager~~, conducts routine inspections, investigations and evaluations of existing and potential sources of air contaminants in industrial, commercial and residential establishments for the purpose of detection, prevention, abatement and control of air pollution in accordance with applicable laws, rules and regulations. Performs related professional work as required.

SUPERVISION RECEIVED AND EXERCISED

No permanent full-time staff to supervise.

CLASS CHARACTERISTICS

Positions in this classification series are flexibly staffed. This is a multi-level professional classification series in which incumbents may be assigned to either of the two (2) levels, depending upon experience, proficiency gained, and the complexity of assigned functions. An incumbent at the Air Pollution Control Specialist I level may be promoted to the Air Pollution Control Specialist II level when work knowledge has been developed, sound work habits demonstrated, and requirements have been met.

Air Pollution Control Specialist I: This is the entry-level class in the Air Pollution Specialist series and under the supervision of the Air Pollution Control ~~Officer~~~~Program Manager~~ learns to perform a wide variety of air pollution control functions. As skill is gained, supervision is reduced and an incumbent performs the required duties more independently. An Air Pollution Control Specialist I may expect to qualify for the next higher class of Air Pollution Control Specialist II. Determination of qualifying may differ depending upon requirements of the department.

Air Pollution Control Specialist II: This is the journey-level class in the Air Pollution Specialist series. Incumbent is expected to work more independently on the more complex air pollution control issues. An Air Pollution Control Specialist II differs from an Air Pollution Control Specialist III in that the latter is an advanced journey level position that works on more difficult and specialized assignments and may provide lead direction and training to subordinate employees.

EXAMPLES OF ESSENTIAL FUNCTIONS (ILLUSTRATIVE ONLY)

- Enforces various federal, state and district laws, rules and regulations regarding air quality

- Monitors, inspects, investigates and evaluates industrial and commercial sources of potential or existing air pollution contaminants
- Prepares and updates engineering evaluations for Authority to Construct (ATCs) and Permits to Operate (PTOs) and issues permits
- Evaluates submitted source test protocols and observes field source testing; analyzes data and calculates source emissions from comprehensive test results
- Investigates complaints of potential violations; issues violation notices, warnings, or takes other corrective action as appropriate
- Assembles evidence and prepares cases against code violators; provides court testimony, as required
- Conducts training sessions and assists with air pollution control strategies at various establishments to facilitate compliance
- Coordinates inspection/enforcement activities with other agencies, as appropriate
- Receives and responds to inquiries, requests for assistance and complaints regarding departmental programs and code requirements
- Operates a variety of vehicles and special equipment, including set up and maintenance; operates and calibrates various pieces of air monitoring equipment, gasoline station test equipment, power and hand tools, measuring devices, etc
- Provides technical advice and assistance to regulated facilities, private industry, individuals, other agencies and counties as requested; develops and conducts public education programming for school children and adults
- Performs various office duties as necessary, including preparing comprehensive and technical reports and correspondence, development of rules and regulations, copying and filing documents, entering data into the computer and maintaining computer databases, reviews incoming correspondence, answering the telephone, ordering supplies, attending meetings and training sessions, etc
- May coordinate special departmental programs or activities as assigned
- Responsible for assigned vehicle, reporting maintenance issues to appropriate agency staff
- Performs related work as required

QUALIFICATIONS

Knowledge of:

- Air Quality Plan components and methods of calculating impacts of air pollution control measures
- Purposes and procedures of various public and private agencies involved in air quality and their interrelationships
- Principles of physics, chemistry and mathematics in relation to air pollution control
- The design and use of air pollution control devices, instruments and equipment
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures
- Modern office practices, methods and computer equipment
- Record keeping principles and procedures
- Computer applications related to the work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

Ability to:

- Develop, analyze, interpret and apply laws and regulations related to air pollution control
- Conduct routine inspections and evaluations
- Make sound, educated decisions
- Perform required mathematical and engineering calculations quickly and accurately
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work
- Work independently and as a team member
- Use English effectively to communicate in person, over the telephone and in writing
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner organize own work, set priorities and meet critical time deadlines
- Operate modern office equipment including computer equipment and specialized software applications programs
- Maintain significant flexibility in daily operations and decision making
- Read and interpret various materials pertaining to the responsibilities of the job
- Assemble and analyze information and prepare written reports and records in a clear and concise manner
- Establish and maintain effective working relationships with those contacted on the job

Education & Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Graduation from an accredited college or university with a Bachelor's degree in physics, chemistry, biology, engineering, environmental science, mathematics, or a related field.

Air Pollution Control Specialist I: One (1) to two (2) years experience in physics, chemistry, biology, engineering, environmental science, mathematics, or a related field. Other combinations of education and experience may be considered.

Air Pollution Control Specialist II: Two (2) to three (3) years experience in physics, chemistry, biology, engineering, environmental science, mathematics, or a related field with at least one (1) of that being with a County Air Pollution Control Program. Other combinations of education and experience may be considered.

License & Special Requirements:

- Requires state certification as a visible emissions evaluator within one (1) year of employment
- Possession of, or ability to obtain and maintain, a valid California Class C driver's license and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- ~~Requires a valid California driver's license~~

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County development sites, 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 partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas

may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter 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, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

| (10/21/08, 9/17/19)