



TITLE: AIR POLLUTION CONTROL SPECIALIST III

FLSA: Non-Exempt

BOARD APPROVED: ~~OCTOBER 21, 2008~~

BARGAINING UNIT: Misc.

DEFINITION

Under the direction of the Air Pollution Control ~~Officer~~~~Program Manager~~, conducts complex and difficult 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

Under direction of the Air Pollution Control ~~Officer~~~~Program Manager~~, may provide lead direction and training to incumbents within the lower level Air Pollution Control Specialist Series.

CLASS CHARACTERISTICS

This position is the advanced, journey-level class in the Air Pollution Control Specialist series reporting to the Air Pollution Control ~~Officer~~~~Program Manager~~. An incumbent in this class performs more difficult and specialized assignments and works with a higher degree of independence. This position may also represent the Air Pollution Control ~~Officer~~~~Program Manager~~ before public, private and professional groups.

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 and issues permits.
- Develops specific permit conditions, prepares and updates engineering evaluations for Authority to Construct (ATCs) and Permits to Operate (PTOs).
- 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 department programs and code requirements.

- Prepares and submits a variety of inspection, technical and other records and reports.
- Operates a variety of vehicles and special equipment including setup and maintenance, operate and calibrate various pieces of air monitoring equipment, gasoline station test equipment, power and hand tools, measuring devices, etc.
- 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 files, reviewing incoming correspondence, answering the telephone, ordering supplies, attending meetings and training sessions, etc.
- Trains and provides technical leadership to subordinate personnel as assigned.
- Provides technical advice and assistance to regulated facilities, private industry, individuals, other agencies, and counties as requested.
- May coordinate special department 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 complex inspections and evaluations; to 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;
- Make sound, educated decisions;
- 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 or higher in physics, chemistry, biology, engineering, environmental science, mathematics, or a related field.
- Three (3) to five (5) years experience in physics, chemistry, biology, engineering, environmental science, mathematics, or a related field. Two (2) of those being within a County Air Pollution Control Program is preferred.
- Other combinations of education and experience may be considered.

License & Special Requirements:

- 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.~~
- Requires state certification as a visible emissions evaluator.

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)