



## YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

### ENGINEERING MANAGER

#### Job Description

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#### **DEFINITION**

Under general direction, manages the activities of the Engineering Division; supervises, coordinates, and participates in the work of engineering reviews of emission sources, and evaluation of applications for permits to construct and operate; oversees District staff engaged in special projects related to the work of the Engineering Division; provides technical support and assistance to the public and other divisions; and performs other related duties as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

The **Engineering Manager** receives general direction from the Deputy Air Pollution Control Officer (DAPCO), exercises general supervision over Engineering Division staff; and may exercise functional and technical direction to others that assist the Engineering Division on projects.

#### **CLASS CHARACTERISTICS**

This is the supervisory level class in the Air Quality Engineer series responsible for managing, supervising, coordinating, and participating in the work of all Air Quality Engineering staff within the District. This class is distinguished from the classification of DAPCO in that the latter is responsible for the overall management of the Engineering, Compliance, and Planning and Air Monitoring Divisions.

#### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Supervises and participates in emissions evaluations and the issuance or denial of Authority to Construct and/or Permits to Operate; performs the most complex engineering activities; develops and revises permit processing procedures, policies, standards, and data forms.
- Supervises the preparation and maintenance of an emissions inventory of all industries in the area served by the District.
- Participates in and supervises the continuing study of air pollution emissions from stationary sources; evaluates and makes recommendations for plans to reduce air pollution.
- Reviews and participates in permit evaluations and permit issuances to ensure proper inclusion of applicable rules and regulations, accuracy in emission calculations, and consistency and readability of enforceable operating conditions.
- Provides engineering assistance for the emissions banking program, Federal Operating Permits, and the source testing program.
- Interviews and makes hiring recommendations; evaluate the performance of subordinates; participates in the implementation of the discipline of subordinates; trains new engineers in permitting procedures; approves staff time sheets and time-off requests; provides technical guidance and rule interpretation to engineers and other technical staff.
- Develops and recommends policies and procedures related to District goals and objectives; coordinates with other staff and managers in meeting District goals and objectives.
- Proposes annual budget for permit services, revenue, and expenditures; assists in the management of fee revenue and division expenditures to ensure it meets annual budget targets.
- Meets with industrial representatives to discuss compliance with air quality rules and regulations; provides information to applicants, consultants, and the public regarding permit requirements and District air quality rules and regulations; may act as an expert witness.

- Make presentations to the Governing Board, as assigned.
- Participates or leads in rule development and implementation related to permitting.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs other duties as assigned.

## **QUALIFICATION GUIDELINES**

### **Education and/or Experience**

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

Equivalent to the completion of a Bachelor's degree from an accredited college or university with major coursework in chemical, environmental, or mechanical engineering and three (3) years of experience in air pollution control engineering and one year of experience in a lead or supervisory capacity is preferred.

### **Knowledge and Abilities**

Knowledge of:

- Principles and practices of project management and work organization.
- Methods and techniques of supervision, training, and motivation of assigned staff.
- Methods and techniques of scheduling work assignments.
- Best practices for resource evaluation and budget management.
- Principles, practices, methods, and procedures of chemical, mechanical, and environmental engineering.
- District policies and procedures.
- Source test design and operations.
- Evaluation of test protocols.
- Applicable federal, state, and local laws, codes, and regulations, including laws, ordinances, and codes related to building construction and zoning.
- Standard office procedures, practices, and equipment, including a computer and applicable software.
- Methods and techniques for record-keeping, report preparation, and writing.
- Occupational hazards and standard safety practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Analyze and solve engineering problems involving advanced processes and control equipment.
- Maintain working relationships with staff, public, commercial, and industrial sources, and other regulatory agencies.
- Understand and apply District, state, and federal rules, and regulations.
- Prepare technical reports and presentations.
- Plan, organize, train, evaluate, motivate, and direct the work of assigned staff.
- Assist in the preparation of the Engineering Division budget.
- Perform mathematical and engineering calculations quickly and accurately; understand, explain, and apply applicable laws, codes, and regulations.

- Read, interpret, and record data accurately.
- Organize, prioritize, and follow up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Respond to issues and concerns from contractors, businesses, and the community.
- Analyze a complex issue and develop and implement an appropriate response.
- Observe safety principles and work in a safe manner.
- Operate an office computer and a variety of word processing, spreadsheet, and specialized software applications to meet District’s needs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work, including commercial and industrial sources, and other regulatory agencies.

**PHYSICAL ABILITIES**

Must be able to perform the essential functions of the job. This position requires 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 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. The position also requires sitting, prolonged standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The need to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or less is also required. The nature of the work may also require the incumbent to climb ladders and drive motorized vehicles when visiting businesses or construction sites.

At times the public can disagree with the requirements of regulatory agencies and may be difficult to work with. This position must be able to handle these types of situations with diplomacy and tact.

**WORKING CONDITIONS - ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, and controlled temperature conditions and occasionally work outdoors in all weather conditions, including wet, hot, and cold with exposure to dust, fumes, diesel, gas, and other vapors. Incumbents may be required to wear personal protective equipment based on established safety policy. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**SPECIAL REQUIREMENTS**

- A valid California driver's license for the equipment to be operated.
- Safety training as required by the District’s Safety Program.
- California registration as a professional engineer is desirable.
- California Engineering-in-Training is desirable.

**FLSA Status:** Exempt At-Will

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