



YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

SENIOR AIR QUALITY SPECIALIST

Job Description

DEFINITION

Under general supervision, acts as a lead inspector in the performance of inspections and investigations of air pollution sources for compliance with air pollution control regulations; independently coordinates the administration of complex special enforcement programs; oversees and participates in highly sensitive investigations, especially those involving multiple entities and/or regulatory agencies; directs the work of inspectors dedicated to assigned enforcement programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

The **Senior Air Quality Specialist** receives general supervision from a supervisor or manager. Provides functional and technical direction to Assistant and/or Associate Air Quality Specialist and to others assisting the Compliance Division in compliance-related projects.

CLASS CHARACTERISTICS

This is the advanced journey level, lead, or specialist class in the Compliance Specialist series. Incumbents acting in a lead capacity have formal responsibility for coordinating, training, and reviewing the work of other staff on a regular basis. Incumbents acting in this classification are responsible for complex or particularly difficult investigations requiring specialized knowledge and skills not typically expected of journey-level inspectors.

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.

- Leads the daily work of assigned inspectors engaged in the investigation and evaluation of air pollution emission sources; provides technical guidance on inspection methods, techniques, procedures, and interpretations of rules and regulations.
- May review applicable inspection schedules; ensures effective and timely deployment of inspectors to active complaints.
- Conducts inspections and surveillance of industrial, agricultural, and commercial facilities for compliance with permit and/or registration conditions and regulations; determines adequacy of air pollution control maintenance and enforcement programs; makes periodic inspections to ensure proper operation; investigates the cause of reported breakdowns of equipment, remedial action taken, and compliance with breakdown regulations; evaluates proposed burn projects for compliance with burn rules; determines compliance of permitted burns in-progress.
- Develops and coordinates the Asbestos Program; provides information to contractors and building owners regarding asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) regulations; consults with local building departments to identify and prosecute non-notifiers; reviews all notifications and building surveys of renovation and demolition for compliance and correct fees; determines which projects should be inspected; targets and schedules field inspections of demolition and renovation projects; conduct asbestos inspections; participates in periodic training regarding asbestos regulations; assists in rule development for the Asbestos Program and related fees.
- Inspects and enforces the federal Title V operating permit program; inspects and enforces the California Air Resources Board (CARB) portable equipment registration program.
- Investigates complaints of nuisance and alleged violations of air quality regulations; interviews complainants; initiates appropriate actions to resolve problems; performs surveillance for sources.
- Inspects industrial and commercial equipment for which permits are pending; coordinates and

participates in special investigations; surveys area while on duty for visible emissions or odors; investigates new and existing businesses and determines if a permit is required.

- Issues notices of violation with District regulations; documents violation with written reports, and photographs; advise source of operational methods for more effective control; reinspects source for remedial action and compliance; assists in preparation of hearing board and prosecution cases; serves as an expert witness in court.
- Reviews source files for pertinent data; maintains records and prepares reports regarding violations, complaints, contacts, special investigations, breakdowns, and violation follow-up; documents sources of air pollution, control equipment, methods of operation, and related data.
- Interacts with industry representatives to explain all aspects of air quality enforcement and to solicit voluntary cooperation in reducing air pollution; answers questions and provides information and assistance to the public, industries, commercial businesses, and other public agencies; answers phone calls regarding compliance issues; assists the public with concerns regarding air quality.
- May assist in source testing; assists in training inspectors; attends training classes and seminars on applicable laws, investigative procedures, sources of pollution, and safety procedures.
- Participates in annual permit review program to determine the enforceability of outstanding permits; recommends permit revisions to remedy inadequacies.
- May participate in budgetary planning and tracking for a particular program.
- Performs on-call duties as scheduled; responds to after-hour calls as necessary.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Represents the District on committees and at public activities, meetings, and before official bodies as determined by District management based on the employee's level of expertise.
- Provide support for grant implementation and track related time.
- 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 engineering, biology, physical sciences, or a related field, and four (4) years of experience in air pollution control inspection and/ or related field; or (2) years of experience as an Associate Air Quality Specialist or equivalent.
- Highly related industrial and technical expertise can substitute for a college degree on a year-for-year basis.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and concepts of basic process and control equipment.
- Principles and practices of program and project management and work organization.
- Basic supervisory principles and methods and techniques of training and motivation of assigned staff.
- Methods and techniques of scheduling work assignments.
- Applicable federal, state, and local laws, codes, and regulations.
- Industrial, agricultural, and commercial processes and related mechanical, electrical, and chemical systems.
- Investigation procedures, including investigations of asbestos contamination.
- Sources, types, and characteristics of air contaminants.
- Physical evidence gathering.
- Photographic document techniques.
- Hazards of inspection work.

- Safety laws, programs, and regulations.
- Standard office procedures, practices, and equipment.
- Modern office equipment, including a computer and applicable software.
- Methods and techniques for record-keeping and 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:

- Research and develop various inspection and complaint investigation methods, techniques, and procedures.
- Provide lead direction, instruction, and training.
- Detect violations of air pollution control laws.
- Read and interpret blueprints and specifications.
- Analyze a variety of enforcement-related problems and recommend solutions.
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- Select and use various personal protective equipment.
- 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, permit and/or registration holders, and the community.
- Analyze complex issues and develop and implement an appropriate response.
- Deal constructively with conflict and develop effective resolutions.
- Follow written and oral directions.
- 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 essential functions of the job. This position 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 position also requires both near and far vision and color vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment, and supplies weighing up to 50 pounds or less is also required. The nature of the work also requires the incumbent to climb ladders, drive motorized vehicles, work after-hours as required, and possibly perform on-call duties. The position requires repetitive hand-eye coordination and fine manipulation skills for preparing reports and data using a PC keyboard, computer mouse, and various office equipment. Travel by vehicle is required.

WORKING CONDITIONS - ENVIRONMENTAL ELEMENTS

Incumbents perform work in an office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents frequently 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.

SPECIAL REQUIREMENTS

- This position must possess a valid California Class C Driver’s License.
- Safety training as required by the District’s Safety Program.
- Must be certified by the California Air Resources Board I Visible Emission Evaluations and maintain Bi-annual certification.

FLSA Status: Non-exempt – Covered under Collective Bargaining Unit

Approved: June 1992

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