YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

ASSISTANT/ASSOCIATE AIR QUALITY SPECIALIST

Department: Compliance **Reports To:** Compliance Manager **FLSA Status:** Non-Exempt

Employment Group: Employee Association – Represented / Regular Full-Time **Approved/Revised:** 12/2023

DEFINITION

Under immediate or general supervision, learns to perform and performs inspections and investigations of industrial and commercial facilities with the potential to emit air contaminants for compliance with air pollution control regulations; responds to citizen complaints regarding air pollution; issues notice to comply or notices of violation when violations of state, federal or District regulations are found; documents findings; performs and oversees inspections and investigations; provides compliance assistance to facilities; confers with industry representatives and explains compliance requirements; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

The **Assistant Air Quality Specialist** receives immediate supervision from an assigned lead person, supervisor, or manager and exercises no supervisory authority over staff.

The **Associate Air Quality Specialist** receives general supervision from an assigned lead person, supervisor, or manager. May exercise functional and technical direction over staff assigned to the Assistant Air Quality Specialist classification and to others assisting in Compliance Division projects.

CLASS CHARACTERISTICS

The **Assistant Air Quality Specialist** is the entry-level class in the Compliance Division Specialist series, allowing the incumbent to develop journey-level knowledge and abilities. Initially, under immediate supervision, incumbents perform routine, less complex assignments within an established procedural framework, where the consequences of error are minimal, including inspection procedures, industrial processes, and enforcement regulations. This classification may advance to a higher level after gaining experience and demonstrating proficiency that meets the qualifications for the higher-level class, as defined by established criteria. Positions at this level usually perform most of the duties required of the positions at the associate level, but are not expected to function at the same skill level. They typically exercise less independent discretion and judgment regarding work procedures and methods. Exceptions or changes in procedures are explained in detail as they arise.

The **Associate Air Quality Specialist** is the journey-level class in the Compliance Division Specialist series in which incumbents are expected to perform the full scope of inspection duties independently. Additionally, incumbents are responsible for periodic special investigations. Positions at this level differ from assistant-level positions by performing the full range of assigned duties, working independently, and exercising greater judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the work unit's operating procedures and policies. This class is distinguished from the next higher classification of Senior Air Quality Specialist in that the latter is the advanced journey-level class in the series and is responsible for organizing, assigning, and reviewing the work of departmental and/or contract staff, in addition to performing the most complex duties assigned to the work unit that require specialized knowledge and/or the ability to perform special assignments reflecting a skill level above that required of a journey-level inspector.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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

- Conducts inspections and surveillance of industrial and commercial facilities for compliance with permit conditions and regulations; determines adequacy of air pollution control maintenance 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.

- 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 of non-permitted sources.
- Inspects industrial and commercial equipment; coordinates and participates in special investigations; surveys the area while on duty for visible emissions or odors; investigates new and existing businesses and verifies if a business has an existing permit, or if a permit might be required.
- Issues notices of violation; documents violations with written reports, photographs, and video; advises sources on operational methods for more effective control; re-inspects sources to assess compliance; assists in preparation of hearing board and prosecution cases; serves as an expert witness in court.
- Reviews source records for pertinent data; maintains records and prepares reports regarding violations, complaints, contacts, ongoing and 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 public walk-ins in relation to compliance issues.
- Assists in source testing; when directed, sets up and operates equipment; assists in training inspectors; attends training classes and seminars on applicable laws, investigative procedures, sources of pollution, and safety procedures.
- Prepares and updates various forms.
- Provides support for the Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) Program; conducts NESHAP-related inspections of different phases of renovation and demolition projects; reviews records and plans, gathers evidence, and issues notices of violation.
- Assists in case development for mutual settlement or other prosecution cases.
- As assigned, may be responsible for duties related to the District's Smoke Management Program for agricultural, prescribed, and open outdoor burning; oversees related permitting systems; collaborates with the Engineering Division for final determination of permit approval of large or potentially high-impact projects.
- Performs on-call duties as scheduled; responds to after-hours calls as necessary.
- Establishes positive working relationships with representatives of community organizations, state and local agencies, District management and staff, and the public.
- Represents the District on committees, 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.
- Perform other duties as assigned.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of training and experience that provides the required knowledge, skills, and abilities qualifies. A typical way to obtain the required qualifications would be:

- **Assistant Air Quality Specialist:** Graduation from college with major coursework in engineering, biology, chemistry, or the physical sciences, or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Highly related industrial and technical expertise can substitute for a college degree on a year-for-year basis.
- **Associate Air Quality Specialist:** Graduation from college with major coursework in engineering, biology, chemistry, or the physical sciences and two years of experience as an Assistant Air Quality Specialist or two years of experience in air pollution control inspection or technical studies, or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Highly related industrial and technical expertise can substitute for a college degree on a year-for-year basis.

KNOWLEDGE AND ABILITIES

Knowledge of (both classes):

- Principles of physics, chemistry, and engineering related to air pollution control.
- Basic scientific research methods.
- Principles and concepts of basic process and control equipment.
- District rules and standards pertaining to air pollution control.
- Industrial processes and related mechanical, electrical, and chemical systems.
- Investigation procedures.
- Sources, types, and characteristics of air contaminants; various programs, applicable federal, state, and local laws, codes, and regulations related to air quality, including the Federal Operating Permit Program (Title V), Asbestos NESHAP Program, and CARB Portable Equipment Registration Program.
- 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 (both classes):

- Learn and apply air quality inspection techniques.
- Prepare technical reports.
- Detect, document, and collect evidence of violations of air pollution control laws.
- Analyze a variety of enforcement-related problems and recommend solutions.
- Troubleshoot and track down sources of pollution.
- Investigate violations of District regulations caused by industrial equipment breakdown.
- 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 businesses, industry, public agencies, contractors, and the community.
- Analyze complex issues and develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work safely.
- Communicate clearly and concisely, both orally and in writing.
- Operate an office computer and various word processing and software applications.
- Safely and effectively operate ordinary hand and power tools.
- 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.

PHYSICAL ABILITIES

Must be able to perform the 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 daily duties. The position also requires both near and distance vision, as well as color vision, when inspecting work and operating assigned equipment. The position also requires lifting, carrying, and pushing tools, equipment, and supplies weighing up to 50 pounds or less. The work also requires the incumbent to climb ladders, operate motorized vehicles, work after hours as required, and possibly perform on-call duties. The position requires repetitive hand-eye coordination and fine-motor skills to prepare reports and data using a PC keyboard, mouse, and office equipment. Travel by vehicle is required.

At times, the public may disagree with regulatory agency requirements, making it challenging to work with them. This position must handle such situations with diplomacy and tact.

WORKING CONDITIONS - ENVIRONMENTAL ELEMENTS

Incumbents work in an office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. They also frequently work outdoors in all weather conditions, including wet, hot, and cold, and are exposed to dust, fumes, diesel, gas, and other vapors. In accordance with established safety policy, incumbents may be required to wear personal protective equipment.

SPECIAL REQUIREMENTS (Both Classes)

- This position must possess or have the ability to obtain a valid California Class C Driver's License.
- Must obtain Visible Emission Evaluation Certificate within the first six months of employment.
- Bi-annual certification by the Air Resources Board in Visible Emission Evaluation.
- Safety training as required by the District's Safety Program