YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

DEPUTY AIR POLLUTION CONTROL OFFICER

Department: Administration **Reports To:** Executive Director/APCO **FLSA Status:** Exempt

Employment Group: Exempt – Unrepresented / Regular Full-Time **Approved/Revised:** 03/2025

DEFINITION

Under the general direction of the Executive Director/Air Pollution Control Officer (APCO), the Deputy Air Pollution Control Officer (DAPCO) plans, organizes, coordinates, and directs the work of one or more divisions of the District; serves on the District management team; directs section heads in assigned tasks, develops and provides policy guidance for the management of the Division to which assigned; manages the District's database systems; serves as acting APCO in his/her absence as assigned; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

The **DAPCO** receives general direction from the APCO and exercises general direction and supervision over the staff of the assigned divisions through direct and/or subordinate levels of supervision.

CLASS CHARACTERISTICS

The DAPCO, under general direction, oversees and manages the District's divisions, including Engineering, Compliance, Planning, and Air Monitoring. The incumbent manages the overall direction of the District's information systems and databases. Additionally, the Deputy APCO provides technical assistance as required to all divisions and represents the District at numerous external meetings and forums. This classification is distinguished from the APCO classification in that the latter has overall authority and responsibility for the entire District, as well as direct operational authority over the Administrative Division.

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.

- Manages and participates in the development, implementation, and monitoring of the assigned divisions' goals, objectives, policies, procedures, and budgets; directs both broad and specific work plans and assignments that deploy resources in the divisions.
- Evaluates programs, procedures, and systems for overall effectiveness and makes changes, with guidance from the APCO and Board of Directors, where necessary.
- Interviews and makes hiring recommendations; oversees the training and evaluation of staff; plans, assigns, directs, and supervises the work of subordinates in the assigned operating divisions; evaluates the performance of subordinates; implements discipline of subordinates; assists and makes recommendations in personnel matters including internal investigations and labor relations matters; reviews progress reports and confers with staff to define and solve problems. Develops and implements programs supporting subordinate employee training and morale.
- Serves as the acting APCO in the APCO's absence as assigned.
- Assists in various negotiations with other governmental agencies, industrial sources, and consultants regarding funding, program development, fines, permits, variance conditions, contracts, and local district regulations; assists in the coordination of air matters among the cities and counties within the District and region.
- Reviews new or proposed legislation and regulations and determines the effect on existing or proposed programs; coordinates new laws and regulations into existing district plans, permitting, and compliance procedures, rules, and regulations.
- Works with District Counsel on enforcement matters, including small claims and potential and actual litigation.
- Coordinates the assigned division's technical activities to ensure consistency with state and federal requirements and oversees the following programs, including but not limited to: Stationary Source permitting, including federal

Title III, IV, and V; Source Testing; Rule Development; AB 2588 Air Toxics; Risk Assessments; Mutual Settlements; Asbestos; Complaints; Agricultural Burning; Portable Equipment Registrations; Agricultural Engine Registrations; Emission Inventory; Grants and Incentives; Planning and Air Monitoring; and other special programs and/or projects as assigned.

- Represents the District and/or Executive Director/APCO in various situations with working groups and agencies inside and outside the District.
- Makes presentations to the Governing Board, as assigned.
- Meets with industrial representatives to discuss modifications recommended for 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; acts as an expert witness.
- Attends and participates in professional and community meetings; stays current on issues concerning air quality compliance and enforcement administration; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; establishes and maintains a customer service orientation within all divisions.
- Oversees the District information technology function, including management of the overall direction of the information systems and databases.
- Provides input and strategy to the APCO related to generating revenue and allocating resources.
- Performs other duties as assigned.

QUALIFICATION GUIDELINES

Education and 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:

- Equivalent to the completion of a Bachelor's degree from an accredited college or university in environmental science, engineering, business, or public administration, public health, or related field, and five (5) years of management and/or administrative experience managing an engineering, planning, monitoring, research, or enforcement program in air quality.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Air quality programs and regulations.
- Principles, practices, and research methods related to the analysis and control of air pollution, including but not limited to control equipment; industrial processes and related mechanical, electrical, and chemical systems; investigation procedures; sources, types, and characteristics of air contaminants; commercial and industrial safety and hazardous materials practices and procedures.
- Principles and practices of organization, management, governmental budgeting, and personnel administration.
- Planning practices and techniques.
- Methods and techniques of supervision, training, and motivation.
- Methods and techniques of scheduling work assignments.
- Applicable federal, state, and local laws, codes, and regulations.
- Standard office procedures and practices.
- Modern office 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 effectively representing the District in contact with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- 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 process and control equipment.

- Interpret, understand, explain, and apply applicable District, state, and federal rules and regulations; prepare technical reports and presentations; analyze various enforcement-related problems and recommend solutions; perform public speaking.
- Plan, organize, coordinate, and direct air quality management programs and activities.
- Provide staff training and professional development; analyze complex, technical, and administrative problems; evaluate alternative solutions; and adopt an effective course of action.
- Effectively represent the District and promote cooperative relationships with governmental, industrial, and community groups interested in air pollution control programs.
- Plan, organize, train, evaluate, motivate, and direct the work of District staff.
- Perform mathematical calculations quickly and accurately.
- Read, interpret, and record data accurately; organize, prioritize, and follow up on work assignments.
- Work independently and as part of a team.
- Address the public in situations requiring diplomacy and tact.
- Deal constructively with conflict and develop effective resolutions.
- Make sound decisions within established guidelines.
- Effectively negotiate for purposes of collective bargaining.
- Analyze a complex issue and develop and implement an appropriate response.
- Operate an office computer and various word processing and software applications.
- Observe safety principles and work safely.
- 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 DEMANDS

The incumbent 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. Lifting, carrying, and pushing 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 may disagree with regulatory agency requirements, making it difficult to work with them. This position must be able to handle such 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, including wet, hot, and cold, with exposure 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

This position requires possession of, or the ability to obtain and maintain, a valid California Class C driver's license.