YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

ENGINEERING MANAGER

Department: Engineering **Reports To:** Deputy APCO **FLSA Status:** Exempt

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

DEFINITION

Under general direction, manages the activities of the Engineering Division; supervises, coordinates, and participates in engineering reviews of emission sources and in the evaluation of applications for permits to construct and operate; oversees District staff engaged in special projects related to the Engineering Division's work; 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 provide functional and technical direction to others who assist the Engineering Division with 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 differs from DAPCO's classification, which manages the Engineering, Compliance, 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 make reasonable accommodations so that qualified employees can perform the job's essential functions.

- Supervises and participates in emissions evaluations and in 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 covering all industries in the District's service area.
- Supervises and participates in the implementation of the State Air Toxics “Hot Spots” Information and Risk Assessment Act (AB 2588) and the Criteria and Toxics Reporting Regulation.
- Participates in and supervises ongoing study of air pollution emissions from stationary sources; evaluates and recommends plans to reduce air pollution.
- Reviews and participates in permit evaluations and permit issuance to ensure the proper inclusion of applicable rules and regulations, accurate emission calculations, and consistent, readable enforceable operating conditions.
- Provide engineering support for the emissions banking program, Federal Operating Permits, and the source testing program.
- Interviews and makes hiring recommendations; evaluates subordinates' performance; participates in implementing subordinate discipline; trains new engineers on permitting procedures; approves staff time sheets and time-off requests; and provides technical guidance and rule interpretation to engineers and other technical staff.
- Develops and recommends policies and procedures aligned with District goals and objectives; coordinates with other staff and managers to meet District goals and objectives.
- Proposes the annual budget for permit services, revenue, and expenditures; assists in managing fee revenue and division expenditures to ensure they meet annual budget targets.
- Meets with industrial representatives to discuss compliance with air quality rules and regulations; provides information to applicants, consultants, and the public on permit requirements and District air quality rules and regulations; may serve as an expert witness.
- Make presentations to the Governing Board, as assigned.

- Participates in or leads rule development and implementation related to permitting.
- Builds positive working relationships with representatives of community organizations, state and 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 completing a Bachelor's degree from an accredited college or university with major coursework in chemical, environmental, or mechanical engineering, three (3) years of experience in air pollution control engineering, and one year of experience in a lead or supervisory capacity.

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 chemical, mechanical, and environmental engineering procedures.
- District policies and procedures.
- Source test design and operations.
- Evaluation of test protocols.
- Applicable federal, state, and local laws, codes, and regulations, including rules, 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, 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 safely.
- Operate an office computer and a variety of word processing, spreadsheet, and specialized software applications to meet the 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 computer screens; 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, and 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 to perform daily duties. The job also requires lifting, carrying, and pushing tools, equipment, and supplies weighing 25 pounds or less. 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 and can be difficult to work with. This position must handle these situations with diplomacy and tact.

WORKING CONDITIONS - ENVIRONMENTAL ELEMENTS

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

SPECIAL REQUIREMENTS

- This position requires possession of, or the ability to obtain and maintain, a valid California Class C driver's license.
- California registration as a professional engineer is desirable.