

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE: AIR POLLUTION CONTROL OFFICER**  
**DEPARTMENT: AIR QUALITY MANAGEMENT DISTRICT**  
**REPORTS TO: AIR QUALITY DISTRICT BOARD**

**CLASS CODE: 2055**  
**FLSA STATUS: E**  
**DATE: 10/04**

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Under general administrative direction, leads, coordinates, plans, and directs the activities and functions of the County Air Quality Management District functions, activities and staff, pursuant to the District's primary mission.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, organizes, coordinates and directs the activities of the District to maximize its effectiveness in carrying out its primary mission.

Plans long-range goals, objectives, organizational structure, and overall direction for the district.

Monitors current, newly adopted, and proposed legislation that affects the District and regulated community.

Meets with Applicants for District Permits.

Reads and assesses relative importance of incoming correspondence and determines appropriate response required.

Develops and recommends operating budget for the District annually; monitors and administers approved budget.

Determines regulations that require adoption by the District.

Leads regulation adoption process.

Makes presentations to the District Board.

Conducts public workshops for new rule making.

Reviews investigations of violations of District rules; assesses civil penalties; holds office conferences; and negotiates terms of settlement.

Reviews Authority to Construct applications, conducts complex calculations to determine project impacts.

Assigns complaint investigations.

Answers news media and citizen inquiries.

Attends administrative and other meetings that directly impacts or has no direct impact on the District's operations, but are a part of the District's obligation to be a good citizen in the County.

Conducts research for special projects.

Maintains open dialogue with community contacts.

Reviews and stays informed of status of District's air monitoring program.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Makes presentations before District Hearing Board as required.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer

Scientific Calculator

Precision Scale

Vehicle

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in a technical discipline, or a related field; and,

Six or more years of progressively responsible experience, with a minimum of two years in a supervisory capacity; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Visible Emissions Evaluation (desirable)

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of chemistry, physics, meteorology, statistics, and basic engineering, including fluid dynamics, strength of materials, and combustion systems.

Basic budgetary principles and practices.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal and local ordinances, laws, rules and regulations.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

**Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using mathematics.

Communicating clearly and effectively, both orally and in writing.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Presenting technical information clearly, concisely and in an interesting manner to technical committees, public officials, and the general public.

**Mental and Physical Abilities:**

Ability to speak effectively before public groups and respond to questions.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to work with mathematical concepts such as probability and statistical inference.

Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to interpret a variety of technical instructions with abstract and/or concrete variables.

While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, speak and hear, and lift and/or move up to 10 pounds.

While performing the essential functions of this job the employee is occasionally required to climb or balance, and lift and/or move up to 25 pounds.

**Working Conditions:**

While performing the essential functions of this position the employee is frequently exposed to outdoor weather conditions, fumes or airborne particles, work near moving mechanical parts, work in high precarious places, risk of electrical shock, and toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet.

responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

08-30-04