

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	AIR QUALITY SPECIALIST	CLASS CODE: 2064
	AIR QUALITY SPECIALIST TRAINEE	CLASS CODE: 2060
DEPARTMENT:	AIR QUALITY MANAGEMENT DISTRICT	FLSA STATUS: N
REPORTS TO:	AIR POLLUTION CONTROL OFFICER	DATE: 6/07
CIVIL SERVICE:	NO	BARGAINING UNIT: SEIU

JOB SUMMARY AND DISTINGUISHING FEATURES:

SPECIALIST - Under general supervision, works with numerous public and private agencies in the performance of a wide variety of professional field and office work dedicated to maintaining or improving the air quality within the District. Incumbents in this classification receive limited supervision within a framework of standard policies and procedures; the work consists of responsible technical and professional duties.

TRAINEE - Under direct supervision and in a learning capacity, performs a wide variety of field and office work dedicated to maintaining or improving the air quality within the County.

DISTINGUISHING CHARACTERISTICS:

SPECIALIST - This classification is distinguished from the Senior Air Quality Specialist by the latter's ability to act on behalf of the APCO and by its supervisory duties. This position is distinguished from the Trainee by the level of independence and the performance of journey level technical work.

TRAINEE - The Trainee is distinguished from Specialist by the performance of less autonomous duties and responsibilities by the Trainee. Initially under close supervision, incumbents perform the more routine duties while learning the professional level Air Quality Specialist duties. As experience is gained, duties become more diversified and are performed under less direct supervision. Trainee incumbents are expected to take on duties and gradually progress to the journey level. This classification is distinguished from the AQ Technician by the requirement of a higher level of theoretical training/education and eventual application of said theoretical knowledge.

SUPERVISION EXERCISED:

The Air Quality Specialist exercises no supervision but may providing technical direction to lower level staff.

EXAMPLES OF DUTIES: *Duties may include, but are not limited to the following and all incumbents may not perform all of the duties listed. Duties vary depending on area of training and assignment.*

General

- Determine adequacy of air pollution control
- Implement regulatory compliance programs
- Conduct inspections
- Respond to inquiries from officials, consultants, and the public
- Conduct specialized data collections and analysis
- Prepare and maintain various detailed reports / records
- Review new regulations and report on the impact to the District
- Make recommendations on procedures to comply with Federal and State law
- Build and maintain positive working relationships with other employees and the public
- Operate computer and other equipment specific to the assigned duties
- Other duties as assigned

Planning & Public Relations (In addition to the general duties)

- Act as Grant Manager for District
- Represent the District at meetings and acts as liaison with other government and private agencies
- Prepare and make oral presentations to Boards, Commissions, City Counsel, and the public
- Analyze land use, regional development, transportation, and related issues and makes recommendations
- Prepares ambient air quality attainment and maintenance plans
- Assist in the development of guidelines for assessing environmental impact of projects and urban growth

Engineering & Enforcement (In addition to the general duties)

- Respond to complaints of poor air quality, coordinate investigation, determine responsible individual(s) and the

illegal activity

- Conduct criminal investigations and prepare cases for referral to the DA, and testify on behalf of the District
- Review permit applications, calculate air quality emission increase, apply appropriate rules, prepare permit calculation, determinations, recommendations and conditions for review
- Evaluate health risks; review Toxic Hot Spot reports and gather information for revision

Monitoring & Instrumentation (In addition to the general duties)

- Manage the District's State and Local Air Monitoring Systems (SLAMS) Program
- Operate, calibrate, maintain, and repair a variety of analytical instruments
- Retrieve, store, tabulate, convert, interpret, and edit electronic and physical data
- Participates in, and observes, State Air Resources Board calibrations and audits of all monitoring equipment

MATERIAL AND EQUIPMENT USED:

Misc. Hand Tools	Computer	Code Books	Specialized Air Sampling Equipment	4X4
Vehicle				
GPS unit	GIS System	Vehicle	Digital Camera	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

SPECIALIST - Bachelor's degree from a Nationally or Regionally accredited four-year college or university in Chemistry, Physics, Environmental Science, Engineering, Electronics, or a related field; and two (2) years progressively related experience; or, Associate of Science (AS) degree with completed college level coursework in chemistry, algebra, physics, and English composition and three (3) years experience in the Air Quality field; or completion of the training requirements as an AQ Specialist Trainee; or any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job. When assigned to Monitoring and Instrumentation experience and training in electronics and software troubleshooting and laboratory equipment is desirable. **Licenses and Certifications:** Valid State Driver's License and ability to obtain Visual Emissions Evaluation Certification Engineering & Enforcement Specialist also requires Basic Inspector Academy. When assigned to Planning & Public Relations American Institute of Certified Planners is desirable.

TRAINEE - Associate of Science degree (Bachelors of Science preferred) from a nationally or regionally accredited college or university in the Physical Sciences including one (1) year each of college level algebra, physics, chemistry, and English composition; with one (1) year work experience in an Air Quality organization; or High School diploma or GED including completed lower division college level coursework in English composition, algebra, physics or chemistry and electronics repair, with two (2) years experience in an Air Quality organization or an equivalent environmental field; or any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** Valid State Driver's License, Driver Insurability per Air Quality District requirements, Trainees must complete the ARB Fundamentals of Enforcement course and the Basic Inspector Academy within twelve (12) months of hire

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- All applicable state, federal and local ordinances, laws, rules and regulations.
- Research and data analysis techniques.
- Record keeping, report preparation, filing methods and records management techniques.
- All computer applications and hardware related to performance of the essential functions of the job.
- Basic principles and practices of math and use of calculations.
- Basic principles and practices of chemistry.
- Basic principles and practices of physics.

- Algebraic equations and statistics.
- Safe work practices when working in the field or office
- Principles of grant development, administration and reporting (Planning & Public Relations Specialist)
- General principles of land use and transportation planning (Planning & Public Relations Specialist)
- Electronics equipment maintenance and analytical instrument calibration techniques (Monitoring & Instrumentation Specialist)
- Principles of evidence gathering and investigative techniques (Engineering and Enforcement)

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, following up on assignments with minimum direction
- Communicating clearly and effectively, both orally and in writing
- Preparing clear and concise reports, correspondence and other written materials
- Using mathematics and applying statistical analysis
- Diagnosing and understanding technical processes, equipment and problems

Ability to:

- Interpret and apply air pollution laws, rules and regulations
- Analyze complex situations and adopt effective courses of action
- Speak effectively before public groups and respond to questions
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations
- Write reports, correspondence, procedure manuals
- Define problems, collect data, establish facts and draw valid conclusions
- Interpret a variety of technical instructions with abstract and/or concrete variables in written, oral, diagram or schedule form
- Establish and maintain effective working relationships with a variety of individuals

Physical Abilities:

- 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, climb or balance, stoop, kneel, crouch, or crawl, work in small spaces and/or from high places, speak and hear.
- While performing the essential functions of this job the employee is frequently required to stand, walk long distances on uneven ground, and lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 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, toxic or caustic chemicals, and possible exposure to poison oak, ticks, and spiders, and driving on narrow, unimproved County roads in inclement weather. The incumbent's working conditions are typically between moderate and loud. The employee may be required to deal with confrontational situations with members of the public.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related 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.