

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: SENIOR AIR QUALITY SPECIALIST
DEPARTMENT: AIR QUALITY MANAGEMENT DISTRICT
REPORTS TO: AIR POLLUTION CONTROL OFFICER

CLASS CODE: 02057
FLSA STATUS: E
DATE: 9/06

JOB SUMMARY:

Under limited supervision ensures that the District remains in compliance with its requirements under federal and state laws and regulations; assesses compliance with District rules; interacts with high level policy makers to influence Air Quality laws and regulations. Incumbents in this classification perform a wide range of specialized, complex, and highly technical duties. Work is performed under limited supervision within a framework of broad policies and procedures.

DISTINGUISHING CHARACTERISTICS:

This is the senior level position in the Air Quality Specialist series. Incumbents are distinguished from the AQ Specialist journey levels in that the senior level has general knowledge in all technical specialty areas and exercises supervision over and trains subordinate staff. The incumbent will initiate actions to further District policies and operations with approval and with limited to no direction. This position is distinguished from the APCO – Department Head in that overall District accountability and fiscal responsibility does not rest with this position.

SUPERVISION EXERCISED:

The Senior Air Quality Specialist exercises technical and functional supervision over subordinates.

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

- Responds to citizen complaints of poor air quality; investigates evidence for case development of illegal fires; interviews witnesses; gathers photographic and physical evidence from the field; logs evidence and releases to sample custodian; consults with other agencies regarding multimedia violations; coordinates investigation with other agencies; writes field report of investigation; develops information to determine the responsible individual(s) and the illegal activity.
- Prepares cases for the APCO and represents the District's case; conducts criminal investigations and prepares cases for referral to the DA; testifies for the District in court.
- May act in the name of the District in the absence of the APCO
- Gathers and formulates information to prepare and support District policies, the APCO, and other County officials; interacts with regional, state and federal personnel to determine technical and policy issues pertinent to District operations; recommends policies and actions.
- Manages the District's Toxic Hot Spots program.
- Manages the District's Federal Title V Permit Program (when needed); reviews, evaluates permit applications; determines applicability of federal regulations to particular sources; negotiates with client representatives on probable permit conditions; writes Title V permits.
- Manages the District's emissions inventory program; evaluates inventory with respect to methods of generation; determines realistic methods for developing new procedures for gathering inventory data; updates District inventory for sources that are the responsibility of the District; gathers and inputs data to correct state data.
- Designs and manages special studies to gather information necessary for District long range planning; oversees the work of staff in conducting the studies; prepares and presents recommendations, writes reports, and presents results; incorporates study results into District Operations.
- Reviews and evaluates documentation presented by facilities, including permit applications, source test plans, Toxic Hot Spots program plans, risk assessments, engineering studies, etc.; prepares notices of deficiency, and negotiates with facilities to insure compliance with District, state, and federal regulations, and protection of the public.
- Reviews subcontracted project reports for accuracy and meaning; abstract reports, interpret data, and draw conclusions from results; prepares and presents recommended actions and policies arising from results of studies.
- Evaluates new and existing federal regulations to determine applicability within District; evaluates District sources to determine which sources may fall under federal regulations; meets with facility representatives to negotiate procedural matters raised by the regulations.
- May fill in for other District positions during absences or vacations

- Writes District regulations to meet state and federal requirements; prepares and conducts workshops; prepares and presents materials and makes oral presentations.
- Researches District issues and problems and makes recommendations for District action.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	Calculator	Sampling and Analytical Equipment	Vehicle
Digital Camera	GPS/GIS	Personal Safety Equipment	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Chemistry, Physics, Biology, Environmental Science, Engineering, or a related field; and,

Five or more years of progressively responsible experience in the environmental regulatory arena; that includes permitting, enforcement, and/or policy and planning; and supervisory experience; 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

Must attend ARB Fundamentals of Enforcement Training within first year

Ability to obtain Visible Emissions Evaluation (VEE) certification within first year

ARB Basic Inspector Academy within first year

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- 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.
- Chemistry of air pollution.
- Standard investigation and evidence procedures.
- Principles and practices of basic statistics.
- Basic environmental chemistry, analytical chemistry, physics and toxicology.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Basics of environmental sampling and analysis.
- Fundamentals of business economics.
- Principles of government operations.
- Principles and practices of environmental science.

Skill in:

- 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.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

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.
Establish and maintain effective working relationships with a variety of individuals.
Offer objective recommendations under severe pressure of competing special interests
Work in small-enclosed spaces and/or from ladders or scaffolding in high places.

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, and speak and hear and lift and/or move up to 25 pounds.

While performing the essential functions of this job the employee is occasionally required to walk, sit, and lift and/or move up to 75 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, toxic or caustic chemicals.

Working with the public to enforce Air Pollution Control Regulations may be conducted under stressful and adversarial conditions at times.

The incumbent's working conditions are typically quiet to moderate, but may be loud at times and in some locations.

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.