



CLASS SPECIFICATION

Class Code: 60000609
Date Established: 06/1974
Last Reviewed: 05/2023
Last Revised: 05/2023
Last Title Change: 05/1994
FLSA: exempt
Probation: 12 months

AIR QUALITY SUPERVISOR

DEFINITION

Under general direction, manages the activities in one or more major functional areas within the Air Quality Division (e.g., Planning, Monitoring, Compliance, Permitting); and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in engineering, natural, physical, or environmental sciences, or a closely related field, AND four years of professional or technical full-time experience in air quality planning, monitoring, compliance, or permitting, including two years of experience leading or supervising an environmental management program; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This classification exercises direct supervision over the Air Quality Specialist series and provides direction to major functional areas within the Air Quality division. In addition, this classification works closely with the Division Director on the development, evaluation, and implementation of air quality programs, policies, and procedures.

SUPERVISION EXERCISED

Exercises direct supervision over staff assigned to the Air Quality Division.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage the activities of one or more major functional areas of the Air Quality Division through the formulation, implementation, and evaluation of procedures which regulate air quality monitoring, data collection and analysis, air quality planning, compliance/enforcement, local and federal permitting, rule/regulation development, grant/report writing, and coordination of assigned activities with others in related areas; completes the annual needs assessments and develops goals and objectives for program activities and staff assignments.

Supervise assigned staff including staff selection, assigning, scheduling, and reviewing work, providing training in proper work methods and procedures, performance evaluation, coaching and mentoring, providing professional development, and implementing discipline and conflict resolution procedures when necessary.

Make determinations for more complex complaints or concerns from team members or the community.

Analyze the operational impact of changes in federal mandates, legislation, and regulations; evaluate operational performance by reviewing work methods and procedures, and developing, recommending, presenting, and implementing changes in work processes, workflow, and/or equipment used to ensure effective operations in compliance with policies and/or regulations.

Oversee the analysis and interpretation of collected data through a variety of methods including statistical analysis, computer simulation modeling, and chemical analysis, determining the source of air pollutants, air quality trends, and the degree of regulatory effectiveness/compliance to develop and/or evaluate appropriate strategies for air quality attainment and continued maintenance.

Develop regulatory proposals for adoption by the District Board of Health that will facilitate attainment of mandated air quality standards and provide for continued compliance within the jurisdiction of the Air Quality District.

Coordinate the preparation and compose documents such as grant applications, state implementation plans, progress, monitoring, and other reports, which describe regulatory activities and their effectiveness for submission to the appropriate agencies in a timely manner.

Represent the division before different entities or individuals which may include the EPA, District Board of Health, advisory boards, state, county, other planning agencies, the general public, professional groups, and civic organizations to provide information, explain division policies/regulations, and represent the interests of the division.

Prepare budget recommendations and justifications for assigned program(s), including staffing levels, expenditures for equipment, supplies and other needs to assist in the formation of an annual budget for the division/department. Monitor and approve expenditures to ensure compliance with appropriate regulations and to meet grant deliverables.

Testify/present evidence in court or before designated hearing boards regarding actions, involvement, observations, and information obtained related to violations of complex environmental regulations.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to harm or unnecessary risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Countywide personnel policies such as sexual harassment, discrimination and EEO.

State and local laws and regulations governing air quality control.

Jurisdictional, compliance, and enforcement issues related to air quality control regulations.

Computer hardware, software, and monitoring equipment utilized by the division/department.

Budget development methods and techniques.

Ability to:

Plan, coordinate, and direct the operations of an air quality program to accomplish established goals and objectives and optimize efficiency.

Incorporate existing geographic and meteorological conditions of Washoe County into air quality planning and monitoring programs and activities.

Effectively supervise, motivate, and develop staff.

Identify work methods and procedures that promote a safe working environment for employees and others; and train staff accordingly.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Principles, practices, and techniques of air quality planning, monitoring, permitting, compliance, and control.

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Federal laws and regulations governing air quality control.

Advanced mathematics including algebra, trigonometry, calculus, and statistics.

Atmospheric physics, meteorology, and chemistry as they apply to air quality control.

Engineering principles and practices as they apply to air quality control.

Ability to:

Develop and evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Analyze data and make appropriate recommendations.

Develop and implement recommendations regarding work procedures and cost-effective services.

Compile statistical reports.

Interpret and apply statutes, regulations, policies, and procedures.

Communicate both orally and in writing in a clear, concise manner; produce written documents with clearly organized thoughts with proper sentence construction, punctuation, and grammar.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Position may be considered “essential” in times of public health emergencies, natural disasters or during declared emergencies.

Work is performed in a professional office environment and various indoor and outdoor off-site locations. Ability to lift and move objects weighing up to 50 lbs. Ability to operate monitoring and sampling/ testing equipment for air pollution control. Ability to use standard office equipment including computers, copiers, telephones, and fax machines. Ability to work around machinery with moving parts and on slippery or uneven surfaces. Ability to tolerate exposure to the elements, dust, chemicals, and possibly toxic substances with the proper use of personal protective equipment (PPE). May require ability to satisfactorily pass respirator medical screening tests, depending on duties assigned.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.