



## CLASS SPECIFICATION

Class Code: 60000617  
Date Established: 07/1986  
Last Reviewed: 05/2023  
Last Revised: 05/2023  
Last Title Change: 09/2017  
FLSA: non-exempt  
Probation: 12 months

### AIR QUALITY SPECIALIST TRAINEE

#### **DEFINITION**

Under supervision, receives training to perform permitting, compliance inspections, monitoring, and planning duties to attain compliance with air quality standards; and performs other 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: OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

May require the ability to obtain an Asbestos Hazard Emergency Response Act Certification and/or Visual Emissions Evaluation Certification and may be required to complete the Mine Safety and Health Administration basic above ground mine safety course, based on area of assignment.

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

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level in the Air Quality Specialist classification series, which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. This level is intended as a training position to enable incumbents to learn policies, procedures, specific techniques, and regulations related to air quality management.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

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

Participate in monitoring local air quality by learning to install, calibrate, adjust, collect, and process data from testing/sampling instrumentation and equipment to evaluate public health risks.

Assist in the development of and support databases for air quality programs, e.g., permitting, monitoring, planning, compliance, and asbestos; learn to compile and analyze data using statistical analysis, computer modeling or other methods to draw conclusions and support recommendations.

Participate in the development of regulations; recommend changes in division procedures and protocols; recommend methods for the control or eradication of air quality hazards or deficiencies.

Learn to review permit applications and inspection results to determine if businesses are in compliance with established air quality regulations; recommend modifications to establishments and/or operations to achieve compliance, gain permit approval or eliminate conditions which are in violation.

Participate in inspections and investigations of air quality complaints and conditions by sampling, testing, and surveying potential or reported sources of emissions and other air quality problems to determine the extent of compliance/non-compliance with air quality standards and regulations and identify the necessity for corrective/preventative action.

Write inspection and investigation reports to senior staff which evaluate findings and include recommendations; assemble data (computerized and manual) for monitoring and documentation purposes and assist in preparing grant proposals, federal, state and local reports.

Review and recommend compliance actions and appropriate control measures, to senior staff, which ensure compliance with air quality standards and regulations through the issue of operating permits and citations; inspect existing and potential stationary sources of air pollution, sampling and analyzing results.

Promote awareness and understanding of air quality programs, services, policies, and regulatory requirements by participating in presentations and providing training/information to targeted groups, e.g., boards, businesses, and meetings of community groups.

### **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.

Federal, state, and local regulations governing compliance with air quality standards.

Investigative sampling and testing methods, techniques, and protocols for air quality programs.

Local geography and population densities.

Management information systems and software used in the assigned area(s).

Protocol for handling, preserving, and presenting evidence.

Conditions contributing to air quality problems and accepted control measures in Washoe County.

#### **Ability to:**

Operate and maintain assigned departmental equipment used in testing and sampling of air quality conditions and deficiencies.

Understand the principles and practices of Air Quality investigation, inspection, monitoring, and sampling as necessary to assume assigned responsibilities.

Observe and evaluate air quality/pollution deficiencies and hazards and recommend solutions.

Write inspection/investigative reports and other documents.

Read blueprints and construction plans.

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

#### **Knowledge of:**

Conditions contributing to air quality problems and accepted control strategies.

Quantitative methods, scientific methodology, data collection, and report preparation.

Advanced mathematics, including algebra, geometry, and trigonometry.

Instrumentation and equipment commonly used in air quality/monitoring programs.

**Ability to:**

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

Research, compile, tabulate, analyze and interpret data and information.

Communicate in a clear, concise manner both orally and in writing.

Maintain files, records, data, and information.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate a computer and operate a variety of software.

**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.*