



CLASS SPECIFICATION

Class Code: 60000618
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

DEFINITION

Under general supervision, performs the full range of air quality control duties with a high degree of independence; investigates, monitors, and analyzes existing and potential sources of air pollution; assists with the implementation and enforcement of abatement programs; 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 two years of full-time experience in an environmental management program; 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 journey level in the Air Quality Specialist series. It is distinguished from the Air Quality Specialist Trainee by performance of the full scope of air quality monitoring, planning, permitting or enforcement duties with a high degree of independence.

SUPERVISION EXERCISED

Exercises no supervision.

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

Monitor ambient air quality by installing, calibrating, adjusting, collecting, and processing data from testing/sampling instrumentation and equipment to evaluate public health risks.

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

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

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 to assist local industry.

Enforce appropriate control measures to 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.

Perform 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, investigation, and technical support reports, 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.

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

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

Train staff in procedures and protocols of air quality programs to ensure that assigned activities are performed within established standards and regulations.

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.

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 strategies in Washoe County.

Program planning and implementation.

Asbestos hazard abatement.

Ability to:

Maintain responsibility for the planning, development, and implementation of assigned air pollution control program components.

Train staff in procedures and protocols of air quality programs.

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

Present training and public education programs to a variety of audiences.

Perform functions and activities of various program areas with the Air Quality Division.

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

Knowledge of:

State and local regulations governing compliance with air quality standards.

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

Conditions contributing to air quality problems and accepted control strategies.

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

Basic principles of chemical analysis.

Advanced mathematics; including algebra, geometry, and trigonometry.

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

Ability to:

Use sampling and testing methods for air quality data acquisition.

Operate instruments and equipment commonly used in air quality/monitoring programs.

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

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.

Write inspection/investigative reports and other documents.

Interact courteously and diplomatically with the public.

Maintain files, records, data, and information.

Read blueprints, construction plans, and flow diagrams.

Establish and maintain effective working relationships with 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/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.