



CLASS SPECIFICATION

Class Code: 60015900
Date Established: 07/2006
Last Reviewed: 05/2023
Last Revised: 05/2023
Last Title Change:
FLSA: non-exempt
Probation: 12 months

SENIOR AIR QUALITY SPECIALIST

DEFINITION

Under general supervision, as lead in a specific air quality program, independently performs and directs others in the full range of air quality duties; 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 three years of full-time experience in an environmental management program, including one year of experience in a specialized program area; 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 senior level classification of the Air Quality Specialist series. It is distinguished from the Air Quality Specialist as incumbents serve as program lead, may exercise direct supervision, and perform more complex assignments with limited direction.

SUPERVISION EXERCISED

May exercise direct supervision over staff assigned to the Air Quality Management Division.

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

As lead worker in a specific air quality program, direct program activities; train Air Quality Specialists and other support staff in procedures of air quality to ensure that activities are performed within established standards and regulations; participate in the annual needs assessments and provide input on goals and objectives for program activities and staff assignments.

May supervise assigned staff including staff selection, assigning, scheduling, and reviewing work, performance evaluation, coaching and mentoring, providing professional development, and coordinating with management to implement discipline and conflict resolution procedures when necessary.

Serve as initial resource for team members and the community on elevated complaints or concerns.

Coordinate and participate in the development of new programs and revision of existing programs to meet department objectives; participate in the development, review, and approval processes for new and revised rules and regulations pertaining to air quality.

Review and issue complex 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.

Analyze and interpret collected data through a variety of methods including statistical analysis, computer simulation modeling, and chemical analysis, determining the source of air pollutants, and air quality; review and analyze complex cases, reports, and rules for compliance with applicable regulations; prepare reports and recommendations relative to compliance programs.

Monitor and evaluate legislation and governmental actions related to air quality; develop recommendations for district regulations and programs.

Conduct, coordinate, and perform research data collection for the control or eradication of air quality hazards or deficiencies; write inspection and investigation reports which evaluate the findings and include recommendations; assemble data, (computerized and manual) for tracking and documentation purposes and to prepare 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 complex environmental regulations.

Promote awareness and understanding of air quality programs, services, policies, and regulatory requirements by conducting workshops, making presentations, and providing training/information to targeted groups, e.g., a variety of legal, public, private agency officials, boards, businesses and meetings of community groups.

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

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or 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.

Health/safety violations and possible solutions specific to assigned area(s).

State and local laws and regulations governing air quality control.

Operations, services, and activities of air quality management programs.

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

Principles of general management, supervision, and training.

Program planning and implementation.

Ability to:

Select, supervise, and evaluate the performance of assigned staff.

Assist in the planning, development, and implementation of assigned air pollution control program components.

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

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

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

Interpret, explain, and enforce protocols, policies, and procedures within assigned program area(s), including administrative and departmental policies and procedures.

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

Knowledge of:

Federal regulations governing compliance with air quality standards.

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

Conditions contributing to air quality problems and accepted control measures.

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

Advanced principles of chemical analysis.

Advanced mathematics, including algebra, geometry, and trigonometry.

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

Training methods, techniques, and practices.

Ability to:

Use sampling and testing methods for air quality data acquisition.

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

Operate a personal computer and use a variety of software.

Read, interpret, apply, and explain pertinent laws, statutes, codes, regulations, protocols and standards.

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.

Plan, prioritize, and organize work to meet schedules and timelines.

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 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.