

SOUTHWEST CLEAN AIR AGENCY POSITION DESCRIPTION

POSITION: **Air Quality Specialist I**
REPORTS TO: **Operations Manager**

DEFINITION OF THE CLASS:

This position is classified as "non-exempt" in accordance with the Fair Labor Standards Act. With significant direction and supervision, will perform technical inspections of air pollution sources and make related independent decisions and recommendations concerning air pollution issues; will enforce and seek compliance with rules and regulations to achieve the purpose of the Southwest Clean Air Agency (SWCAA), State and Federal statutes and regulations; will be required to become certified and perform opacity readings and observe stack tests to assure compliance with the SWCAA, State, and Federal environmental pollution control programs; will perform Public Education Program tasks, and special projects as assigned by management.

MINIMUM QUALIFICATIONS (EDUCATION AND EXPERIENCE):

I

Graduation from an accredited university with a Bachelor of Science degree in engineering technology, environmental sciences, physical sciences or equivalent.

II

Entry level understanding of industrial operations and systems involving air pollution control equipment.

KNOWLEDGE, SKILLS AND ABILITIES

The individual filling this position must have knowledge of principles, practices and techniques of air pollution control and industrial operations as they relate to pollution control issues. In addition, he/she will have knowledge of the principles, practices and techniques of instruments used in air pollution monitoring and testing, and knowledgeable of the laws and regulations governing air pollution control. He/she must have an ability to analyze new technical methods and developments of pollution control; ability to maintain records, prepare reports and express ideas effectively, both orally and in writing. An ability to evaluate controversial situations and relieve tension while enforcing SWCAA regulations is also needed. A strong background in computer skills is necessary in order to generate reports and update records in a logical and efficient manner. The Air Quality Specialist I must maintain a neat personal appearance in order to reflect the proper images for the Agency.

This individual must be able to travel frequently throughout SWCAA's five county jurisdiction, thus considerable driving is required and the individual must have a valid driver's license. The

individual must be able to execute field duties in industrial, commercial, residential, urban, rural and forest settings, indoors and outdoors. Considerable walking is required, sometimes on irregular terrain or in controlled, confined or potentially hazardous and/or noisy areas where safety equipment is required (i.e., hard hat, ear protection, eye protection, steel toe boots, etc.). The individual must be able to climb (stairs, ladders, etc.), kneel, stoop and lift light loads. Good vision and hearing are required as well as the willingness and ability to use appropriate safety gear, including possible respirator fit testing and use.

Certification as a qualified visual emissions reader in order to evaluate compliance status and enforce the visual emissions regulations must be maintained. Other certifications and/or training may also be required as assigned.

EXAMPLES OF DUTIES:

This individual will regularly perform field inspections of air pollution equipment and control systems in order to determine status of compliance with the applicable regulations. These inspections may result in the issuance of Notices of Correction/ Notices of Violation and/or Compliance Orders and may require testimony before the Pollution Control Hearings Board, or other judicial body, to support the determination. He/she may be called upon to make individual technical determinations during normal field surveillance. In addition, this person will conduct investigations into existing and new methods of air pollution control practices; and assist in the preparation of regulations and aid in the collection of field data; review and interpret the results of inspections; prepare technical reports, memoranda and correspondence pertaining to pollution control issues; attend public meetings to promulgate and distribute information on SWCAA programs; answer telephone inquiries from the public including private citizens, organized groups and educational institutions; be responsible for the scheduling and supervision of equipment used in performing field studies and public education/outreach activities, including maintenance, installation, transportation and security; and respond to citizen complaints pertaining to air pollution violations. This position may also require training and certification to inspect asbestos removal projects.

This individual may also be called upon to perform public education/outreach tasks including literature and educational materials update, production and distribution; attending to the SWCAA booth at fairs and similar events; interactive computer kiosk coordination and training; teacher training workshop coordination; Air Quality Advisory activities, and other duties as assigned.