

# AIR POLLUTION CONTROL SPECIALIST I/II

County of Calaveras

Range # 7750/7751 (Non-Exempt)

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## **DEFINITION:**

Under general direction of the Air Pollution Control Officer, performs a variety of routine and moderately complex compliance inspections, implements the stationary source and open burning program, conducts impact analyses, air pollution detection, and air quality monitoring activities pertaining to specific local, state and federal air pollution regulations; and to do related work as required.

## **DISTINGUISHING CHARACTERISTICS:**

### Air Pollution Control Specialist I

This is the entry-level technical class in the Air Pollution Control Specialist series. Initially under close supervision, incumbents perform a limited variety of inspection, detection, monitoring and analytical duties as they gain knowledge and expertise. As knowledge and experience are gained, the work becomes broader in scope; assignments are more varied and are performed under more general supervision. Incumbents normally advance to the higher level after gaining experience and achieving proficiency which meet the requirements for the higher level.

### Air Pollution Control Specialist II

This is the journey-level class in the Air Pollution Control Specialist series. Independently perform a variety of technical duties in inspection, data collection and enforcement of federal, state and local laws, codes and regulations related to air pollution control, as well as, meteorological data analysis and related transportation/air quality program studies. This classification is distinguished from the class of Air Pollution Control Specialist I by the independence exercised and the performance of more complex studies.

## **EXAMPLES OF DUTIES:**

- Conducts annual inspections, evaluations and documentation of stationary emission sources to determine compliance with air pollution control laws and regulations.
- Investigates dust, odor and burn complaints; reviews inspection reports and documentation and recommends appropriate enforcement and settlement actions.
- Monitors, analyzes and evaluates daily meteorological data and determines burn allocations; calculates open burning emissions inventory; operates computer programs to assess open burning impacts; issues burn permits and monitors agricultural burns; provides burn status information to agencies and the public.
- Conduct ambient air sampling; prepares emission estimates, reviews environmental impact reports and responds to the air quality analysis; oversees field compliance tests, observing operational conditions, evaluating testing protocols, and technical reports, and analyzes data results.
- Acts as a representative of the County/District in meetings with various federal state, regional, and local agencies, businesses and private organizations and responds to public inquiries regarding complex laws, rules and regulations; may represent County/District in

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public hearings and other meetings.

- Provides consultation and interpretation of rules and regulations to individuals and businesses in matters related to area of expert knowledge
- Provides technical supervision and support required to ensure compliance with the Clean Air Act, to setup, coordinate and administer compliance activities related to the enforcement of regulatory programs related to maintenance of appropriate air pollution standards.
- To enforce all local, state and federal air pollution laws through compliance inspections, complaint investigations and permits.
- To administer the “Toxic Hot Spots” (AB2588) program, including review of plans, estimating cost of program and preparing toxic emissions inventory report.
- To issue Notices of Violation as appropriate; to review and coordinate the application process for issuance of conditional Authority to Construct permits.
- To initiate civil litigation or criminal prosecution when appropriate.
- To handle appropriate inspection of facilities under and after construction.
- To calculate and invoice permit fees; assist in the development of special air pollution programs.
- Respond to oral and written complaints; to perform scientific tests related to air pollution and air contaminant monitoring.
- Prepare a variety of technical and statistical reports related to air pollution control activities.
- Assist in the preparation of budgets, revenue monitoring, and general reporting systems.
- Provide general administrative support related to air pollution control activities.
- Supervise staff as required.
- Serve as departmental liaison and technical representative as assigned.
- Perform difficult engineering calculations and tests as required, including those utilizing complex computer spread sheets and programs.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

Applicable federal, state and local regulations related to air quality control, air pollution, and related compliance requirements; familiarity with all forms of air contaminants and associated regulatory requirements; common techniques related to general public agency administration, budgetary controls and permitting processes; engineering principles and practices, including those related to air pollution analysis techniques; knowledge of engineering and scientific technologies related to air pollution control methodologies and equipment;

### **Ability to:**

Analyze, interpret and apply federal, state and local laws, rules and regulations pertaining to Air Pollution; effectively develop, coordinate and manage air pollution control regulatory programs; inspect facilities for compliance; review technical plans, specifications and other items for

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compliance with air pollution control requirements; prepare detailed documentation of findings and prepare written reports with recommendations; conduct air pollution control inspection, detection and sampling activities; collect, evaluate and interpret field and test data accurately; safely operate, calibrate and perform routine maintenance on various sampling and analytical devices and equipment; perform difficult engineering calculations quickly and accurately.

## **Skill to:**

Develop and maintain cooperative working relationship with others; perform field work and scientific testing work in an accurate and effective manner; develop and monitor budgetary items, including revenues and expenditure; work with computers to develop engineering specifications, calculations and reports related to air pollution control.

## **Education, Training and Experience:**

Equivalent to graduation from a four year accredited college or university with a major in biology, chemistry, physics, environmental science, physical sciences, engineering, natural resource management or closely related field;

## **AND**

### Air Pollution Control Specialist I

One year of related technical experience, either paid or by related internship, in air pollution control or air quality environmental engineering control, with demonstrated enforcement experience;

### Air Pollution Control Specialist II

Two years of professional air quality inspection and compliance experience equivalent to the Air Pollution Control Specialist I level.

## **Special Requirements**

Possession of a valid California driver's license.

Valid Visible Emissions Evaluation Certificate desirable.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Mobility to transverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling; strength and stamina to conduct inspections at indoor and outdoor sites; lift and carry inspection and testing tools weighing up to 50 pounds; wear protective equipment; use standard office equipment; physical ability to sit or otherwise remain stationary at work post for long periods of time; manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large documents holders (binders, manuals, etc.); vision to read

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handwritten and printed materials and a computer screen; exposure to variations in temperature and humidity;

## **OTHER REQUIREMENTS:**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in the documents and may be required to have specific job-related knowledge and skills.

Established: December, 1991  
Revised: March, 1996  
Revised: June, 2016 Preliminary Budget  
Resolution: