



**April 2023**  
**FLSA: EXEMPT**

## **PLANNING AND AIR MONITORING SUPERVISOR**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general direction, supervises, coordinates, and participates in the work of the Planning and Air Monitoring sections; develops air quality plans required by state and federal law; oversees MBARD's grant and educational programs; evaluates air quality impacts of proposed development projects and district rules and programs in accordance with CEQA; develops programs to implement plans; participates on regional issues; oversees meteorological services by MBARD; oversees rule development and implementation; and performs other related duties as required; Supervises, coordinates, and participates in the work of air quality specialists operating and maintaining continuous air monitoring stations and temporary sampling sites; manages MBARD's air quality data collection and reporting system; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Planning and Air Monitoring Supervisor** is the supervisory level class responsible for supervising, coordinating, evaluating, and participating in the work of staff in the Planning and Air Monitoring Sections.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Planning and Air Monitoring Manager. Exercises direct supervision over lower level professional and support staff.

### **ESSENTIAL FUNCTIONS:** *(may include but are not limited to the following)*

- Develops and manages the work plan for the Planning and Air Monitoring Sections; oversees MBARD's grant programs.
- Prepares state-mandated air quality plans; prepares updates to the Air Quality Management Plan, Federal Maintenance Plan, and MBARD CEQA Air Quality Guidelines; prepares CEQA-mandated environmental documents for MBARD's rule development and revision, and programs and permits; submits the required documents to reviewing agencies.

- Reviews and prepares written comment letters on environmental documents, including calculations of air quality impacts, mitigation measures, and required off-site mitigation contributions for projects circulated by other jurisdictions; maintains EIR Library and Resource Library for the Planning Section.
- Works closely with the Supervising Air Quality Engineer on rules related to permitting.
- Represents MBARD at meetings of the Transportation Agency of Monterey County, Santa Cruz County Regional Transportation Commission, and other meetings; coordinates with the Association of Monterey Bay Area Governments (AMBAG) and other agencies; participates on a variety of committees; develops agendas; consults with other air quality districts; leads weekly meetings. Participates in NACAA and CAPCOA forums as assigned.
- Supervises, schedules, assigns, and reviews the work of subordinate planning and air monitoring staff; interviews and makes hiring recommendations; participates in the implementation of discipline of subordinates; trains planners in methods and procedures; acts as a resource for technical information for subordinate staff.
- Evaluates, monitors, and coordinates air quality plans; writes various components of MBARD's air quality plans, including stationary/area source control measures, transportation control measures, and consistency procedures; supervises technical analysis of transportation control measures, interpretation, and analysis of photochemical modeling results, and preparation of the stationary and area source emission inventory; develops methodologies for estimating emission reductions for transportation control measures.
- Supervises the development and presentation of public workshops; oversees and implements public information programs, including the Clean Air Month, Central Coast Newsletter, public events, and public meetings; responds to public inquiries regarding MBARD's programs and regulations; makes presentations to various community interest and environmental groups on all aspects of MBARD's programs; acts as liaison with federal, state, and other agencies to exchange information.
- Plans, coordinates, and evaluates the work of subordinate staff engaged in the operation, service, installation, calibration, repair, and modification of instruments used in monitoring air pollution; reviews and processes all air monitoring data.
- Evaluates and participates in the effectiveness of current monitoring programs; participates in modifying programs to adapt to changing environmental conditions and other requirements and guidelines; updates quality assurance manual and changes in procedures.
- Prepares various reports documenting air quality monitoring activities and statistics, including monthly data summaries and quarterly quality assurance reports for the California Air Resources Board; maintains files of all air monitoring data; reviews and processes monthly data from industry-operated stations.
- Provides technical guidance in monitoring methods, techniques, procedures, and interpretation of rules and regulations.

- Reviews and reports on research papers and technical literature pertinent to ambient air quality monitoring; acts as a liaison for MBARD with federal, state, and local regulatory agencies.
- Participates in special air monitoring and meteorologic projects consisting of temporary stations; may substitute for technicians on leave.
- Prepares and administers the Planning and Air Monitoring section's budgets.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, MBARD management and staff, and the public.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting, stooping, and listening in the performance of daily activities. The position also requires grasping, crouching, and making repetitive hand movements, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing 60 pounds or more is also required. Additionally, the incumbent occasionally works outdoors in all weather conditions, including wet, hot, and cold with exposure to dust, fumes, vapor, and high noise levels. The nature of the work also requires the incumbent to drive motorized vehicles.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Planning and Air Monitoring Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of a bachelor's degree in environmental sciences or a related field, and one year experience as an Air Quality Planner III with MBARD or three years of planning experience in air quality management, including lead or project management experience. Additionally, two years of college with major course work in science or a related field, or four years of experience operating and maintaining a variety of air pollution monitoring instruments. A minimum of two years of experience in supervising or managing staff is preferred.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles and practices of project management; administration procedures, including personnel practices, work organization and resource evaluation; budget techniques and practices; scientific and engineering practices; principles and practices of air quality planning, planning principles, and practices of air pollution control; principles of atmospheric chemistry, California Environmental Quality Act (CEQA), National Environmental Protection Act, transportation and land use planning, atmospheric modeling, emission factors for area and transportation sources, and National and State Ambient Air Quality Standards; methods and techniques of supervision, training and motivation of assigned staff; applicable federal, state, and local laws, ordinances, codes, and regulations, including all sections dealing with air monitoring requirements; regulating air pollution control, air quality, environmental protection, CEQA, real property, public records, and administrative procedures; methods and techniques of scheduling work assignments; California Air Resources quality assurance procedures; methods of installing, maintaining, calibrating, and troubleshooting instruments which record meteorological conditions and level of air contaminants; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Make public presentations; prepare technical reports; analyze planning-related problems and recommend solutions; evaluate a wide range of land use projects and determine effects on air quality; prepare environmental documents for MBARD action; calculate air emissions; prepare the Planning and Air Monitoring Sections' budgets; oversee MBARD's grant program; oversee MBARD's public education and information program; oversee the MBARD's woodstove changeout and smoke management programs; Analyze and prepare technical data; analyze monitoring problems and recommend solutions; use electronic test equipment; read and interpret plans and electrical schematics; plan, organize, train, evaluate, motivate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; understand, explain, and apply applicable laws, codes, and regulations, including MBARD regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; meet the public in situations requiring diplomacy and tact; deal constructively with conflict and developing effective resolutions; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing, spreadsheet, and specialized software applications to meet MBARD's needs. Safely and effectively operate ordinary hand and power tools.