



April 2016
FLSA: EXEMPT

SUPERVISING AIR QUALITY COMPLIANCE INSPECTOR

DEFINITION

Under general direction, supervises, coordinates, and participates in the work of inspectors conducting inspections and investigations of air pollution sources for compliance with air pollution control regulations; acts for the Engineering and Compliance Manager when needed for Compliance Division related activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Engineering and Compliance Manager. Exercises general direction and supervision over Compliance Division staff.

CLASS CHARACTERISTICS

This is the supervisory level class in the Air Quality Compliance Inspector series responsible for supervising, coordinating, and participating in the work of all Air Quality Compliance staff within the District. This class is distinguished from the classification of Engineering and Compliance Manager in that the latter is responsible for the overall management of the Engineering and Compliance Divisions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, coordinates, and evaluates the daily work of subordinate staff engaged in the inspection, investigation, and evaluation of air pollution emission sources; reviews inspection reports, noncompliance notices issued, equipment lists, breakdown investigations, public nuisance investigations, and other documentation for technical accuracy and completeness; evaluates work productivity and effectiveness; provides technical guidance on inspection methods, techniques, procedures, and interpretations of rules and regulations.
- Develops and revises enforcement procedures and forms; reviews state and federal regulations and ensures District procedures are in compliance; reviews and approves reports of noncompliance for referral to Mutual Settlement for prosecution; oversees timely implementation of the Mutual Settlement Program.
- Reviews new or proposed air quality rules for enforceability; develops recommendations on implementation of new rules; coordinates enforcement activities with other regional agencies; attends workshops and conferences on enforcement activities and rule development.
- Interviews and makes hiring recommendations; prepares annual performance evaluations of assigned staff; participates in the implementation of discipline as needed.
- Oversees the dissemination of information and data pursuant to the Public Records Act; responds to

- public complaint calls and informational inquiries.
- Reviews complaint reports, inspection reports, notices to comply issued, equipment lists, breakdown investigations, public nuisance investigations, variance orders, and other documentation for technical accuracy and completeness.
- Coordinates the activities and work of the Compliance Division with those of other District divisions; advises and consults with executive management regarding program and policy decisions.
- Schedules and arranges for offsite training in enforcement issues and techniques; maintains training records for each inspector; trains new inspectors in inspection methods and techniques; reviews and approves staff time sheets and time-off requests.
- Updates and revises inspection schedules; ensures effective and timely deployment of inspectors to active complaints.
- As needed, conducts inspections and surveillance of industrial and commercial facilities; investigates complaints; completes inspection reports.
- Assists the Engineering and Compliance Manager in program development and improvement; develops, implements, and enforces procedures and policies for the Compliance Division.
- Maintains the on-call standby schedule; coordinates after-hours coverage; responds to after-hour calls as necessary.
- Prepares and administers the Compliance Division budget and monitors expenditures.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of project management and work organization.
- Public administration procedures, including personnel practices.
- Budget techniques and practices; best practices for resource evaluation and budget management.
- Principles and concepts of basic and control equipment.
- District rules and standards pertaining to air pollution control.
- Industrial processes and related mechanical, electrical, and chemical systems.
- Investigation procedures.
- Sources, types and characteristics of air contaminants.
- Commercial and industrial safety and hazardous materials practices and procedure.
- Air toxic control measures.
- Applicable federal, state, and local laws, codes, and regulations, including laws, ordinances, and codes related to building construction and zoning.
- Methods and techniques of supervision, training and motivation of assigned staff.
- Methods and techniques of scheduling work assignments.
- 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.
- Occupational hazards and standard safety practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Research and develop various inspection and complaint investigation methods, techniques, and procedures.
- Prepare complex technical reports.
- Analyze a variety of enforcement related problems and recommend solutions.
- Prepare the assigned work section's budget.
- Plan, organize, train, evaluate, motivate, and direct work of assigned staff.
- Understand, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Respond to issues and concerns from contractors, homeowners, and the community.
- Analyze a complex issue and develop and implement an appropriate response.
- Observe safety principles and work in a safe manner.
- Deal constructively with conflict and developing effective resolutions.
- Make sound decisions within established guidelines.
- Operate an office computer and a variety of word processing, spreadsheet, and specialized software applications to meet District's needs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work, including commercial and industrial sources, and other regulatory agencies.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of a Bachelor's degree from an accredited college or university with major coursework in engineering, biology, physical sciences, or a related field, and five (5) years of experience in air pollution control inspection with one year of experience in a lead or supervisory capacity, or two (2) years of experience as an Air Quality Compliance Inspector III with the MBUAPCD. Highly related industrial and technical expertise can substitute for college degree on a year for year basis.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C California Driver License.

PHYSICAL DEMANDS

Position requires sitting, prolonged standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision and color vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or less is also required. The nature of the work also requires the incumbent to climb ladders, drive motorized vehicles, work after-hours as required, and perform standby duties.

ENVIRONMENTAL ELEMENTS

Incumbents occasionally work outdoors in all weather conditions, including wet, hot, and cold with exposure to dust, fumes, diesel, gas and other vapors. Incumbents may be required to wear protective clothing and breathing equipment while working around asbestos or other toxins. Additionally,

employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.