



December 19, 2018  
**FLSA: NON-EXEMPT**

## **AIR QUALITY COMPLIANCE INSPECTOR III**

### **DEFINITION**

Under general direction, acts as a lead inspector in the performance of inspections and investigations of air pollution sources for compliance with air pollution control regulations; independently coordinates the administration of complex special enforcement programs; oversees and participates in highly sensitive investigations, especially those involving multiple entities and/or regulatory agencies; directs the work of inspectors dedicated to assigned enforcement programs; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Supervising Air Quality Compliance Inspector or Engineering and Compliance Manager. Provides functional and technical direction to lower-level Compliance Division staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey level, lead, or specialist class in the Air Quality Compliance Inspector series. Incumbents acting in a lead capacity have formal responsibility for coordinating, training and reviewing the work of other staff on a regular basis. Incumbents acting as specialists are responsible for complex or particularly difficult investigations requiring specialized knowledge and skills not typically expected of the journey level inspectors. This class is distinguished from the classification of Supervising Air Quality Compliance Inspector in that the latter has full supervisory responsibility for and coordinates the work of all staff assigned to the Compliance Division.

### **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.*

- Leads the daily work of assigned inspectors engaged in the investigation and evaluation of air pollution emission sources; provides technical guidance on inspection methods, techniques, procedures, and interpretations of rules and regulations.
- Reviews applicable inspection schedules; ensures effective and timely deployment of inspectors to active complaints.
- Conducts inspections and surveillance of industrial and commercial facilities for compliance with permit conditions and regulations; determines adequacy of air pollution control maintenance and enforcement programs; makes periodic inspections to ensure proper operation; investigates cause of reported breakdowns of equipment, remedial action taken, and compliance with breakdown regulations; evaluates proposed burn projects for compliance with burn rules; determines compliance of permitted burns in-progress.

- Develops and coordinates the Asbestos Compliance Program; provides information to contractors and building owners regarding asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) regulations; consults with local building departments to identify and prosecute non-notifiers; reviews notifications and building surveys of renovation and demolition for compliance and correct fees; determines which projects should be inspected; targets and schedules field inspections of demolition and renovation projects; conducts asbestos inspections; participates in periodic training regarding asbestos regulations; assists in rule development for the Asbestos Compliance Program and related fees; maintains safety equipment and other equipment related to the program; and may coordinate the Asbestos Respirator and Safety Program.
- Inspects and enforces the federal Title V operating permit program.
- Inspects and enforces California Air Resources Board's (CARB) portable equipment registration program, Oil and Gas Regulation through the District's Memorandum of Agreement, and Landfill Methane Regulation through the District's Memorandum of Understanding.
- Participates in the administration of the Mutual Settlement Program, including the review of reports of noncompliance to determine monetary settlement amounts; reviewing responses to violation notices; participating in conferences and negotiations to settle cases; may work with the District Attorney's and Attorney General's offices on civil and criminal cases; and may propose supplemental environmental projects in lieu of penalties for management approval.
- Investigates complaints of nuisance and alleged violations of air quality regulations; interviews complainants; initiates appropriate actions to resolve problems; performs surveillance for non-permitted sources.
- Inspects industrial and commercial equipment for which permits are pending; coordinates and participates on special investigations; surveys area while on duty for visible emissions or odors; investigates new and existing businesses and determines if permit is required.
- Issues notices of noncompliance with District regulations; documents violation with written reports, photographs and videotape; advises source of operational methods for more effective control; reinspects source for remedial action and compliance; assists in preparation of hearing board and prosecution cases; serves as an expert witness in court.
- Reviews source files for pertinent data; maintains records and prepares reports regarding violations, complaints, contacts, special investigations, breakdowns and violation follow up; documents sources of air pollution, control equipment, methods of operation, and related data.
- Interacts with industry representatives to explain all aspects of air quality enforcement and to solicit voluntary cooperation in reducing air pollution; answers questions and provides information and assistance to the public, industries, commercial businesses and other public agencies; answers phone calls regarding compliance issues; assists public walk-ins with concerns regarding air quality.
- May provide assistance with database implementation, system administration, and help desk support for the District's permit management system.
- May update database configurations, tables and custom screens for the permit management system.
- May create or modify SQL reports or merged documents.
- May participate in Hearing Board process and may provide testimony at hearings for variance applications.
- May prepare compliance agreements for management approval.
- Observes source tests and reviews source test reports for compliance with permit conditions.
- Assists in training inspectors; attends training classes and seminars on applicable laws, investigative procedures, sources of pollution, and safety procedures.
- Participates in annual permit review program to determine enforceability of outstanding permits; recommends permit revisions to remedy inadequacies.
- May participate in budgetary planning and tracking for a particular program.
- May assist in maintaining the on-call standby schedule; coordinates after-hours coverage; performs on-call duties as scheduled; responds to after-hour calls as necessary.

- 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 concepts of basic process and control equipment.
- Principles and practices of program and project management and work organization.
- Basic supervisory principles and methods and techniques of training and motivation of assigned staff.
- Methods and techniques of scheduling work assignments.
- District rules and standards pertaining to air pollution control.
- Industrial processes and related mechanical, electrical, and chemical systems.
- Investigation procedures, including investigations of asbestos contamination.
- Sources, types, and characteristics of air contaminants.
- Physical evidence gathering.
- Photographic document techniques.
- Hazards of inspection work.
- Safety laws, programs, and regulations.
- Applicable federal, state, and local laws, codes, and regulations.
- Computer applications including spreadsheets, word processing, database, and presentation programs.
- 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.
- Provide lead direction, instruction, and training.
- Detect violations of air pollution control laws.
- Read and interpret blueprints and specifications.
- Analyze a variety of enforcement-related problems and recommend solutions.
- Make instructional presentations.
- Analyze a variety of enforcement related problems and recommend solutions.
- Select and use various safety and respiratory equipment.
- 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.
- Make sound decisions within established guidelines.
- Respond to issues and concerns from contractors, homeowners, and the community.
- Analyze a complex issue and develop and implement an appropriate response.
- Deal constructively with conflict and develop effective resolutions.

- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- 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 four (4) years of experience in air pollution control inspection or (2) years of experience as an Air Quality Compliance Inspector II with MBARD. 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.
- Possession of, or ability to obtain, a Visible Emissions Evaluation Certification from the California Air Resources Board.

**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 on-call 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.