



August 8, 2016  
FLSA: NON-EXEMPT

## **AIR QUALITY COMPLIANCE INSPECTOR I/II**

### **DEFINITION FOR AIR QUALITY COMPLIANCE INSPECTOR I/II**

Under immediate or general supervision, learns to perform and performs inspections and investigations of industrial and commercial facilities with the potential to emit air contaminants for compliance with air pollution control regulations; responds to citizen complaints regarding air pollution; issues notices to comply or notices of noncompliance when violations of state or District regulations are found; documents findings; performs and oversees Vapor Recovery inspections and investigations; provides compliance assistance to facilities; confers with industry representatives and explains compliance requirements; performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

The **Air Quality Compliance Inspector I** receives immediate supervision from the Supervising Air Quality Compliance Inspector. Exercises no supervision of staff.

The **Air Quality Compliance Inspector II** receives general supervision from the Supervising Air Quality Compliance Inspector. May exercise functional and technical direction over staff assigned to the classification of Air Quality Compliance Inspector I and to others assisting with Compliance Division projects.

### **CLASS CHARACTERISTICS**

The **Air Quality Compliance Inspector I** is the entry-level class in the Air Quality Compliance Inspector series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework, where there are minimal consequences of error, including inspection procedures, industrial processes, and enforcement regulations. This classification is alternatively staffed at the Air Quality Compliance Inspector II level and incumbents may advance to the higher level after gaining experience, and demonstrating a level of proficiency that meets the qualifications of the higher-level class. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

The **Air Quality Compliance Inspector II** is the journey level class in the Air Quality Compliance Inspector series in which incumbents are expected to independently perform the full scope of inspection duties. Additionally, incumbents are responsible for periodic special investigations. Positions at this level are

distinguished from the I level by the performance of the full range of duties as assigned, working independently, and exercising more independent judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the next higher classification of Air Quality Compliance Inspector III in that the latter is the advanced journey-level class in the series and is responsible for organizing, assigning, and reviewing the work of departmental and/or contract staff, in addition to performing the most complex duties assigned to the work unit that require specialized knowledge and/or the ability to perform special assignments reflecting a skill level above that required of a journey level inspector.

**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.*

- Conducts inspections and surveillance of industrial and commercial facilities for compliance with permit conditions and regulations; determines adequacy of air pollution control maintenance 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.
- Inspects and enforces the federal Title V operating permit program; inspects and enforces the California Air Resources Board (CARB) portable equipment registration program.
- Investigates complaints of nuisance and alleged violations of air quality regulations; interviews complainants; initiates appropriate actions to resolve problems; performs surveillance of 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 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.
- 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.
- Prepares and updates various forms; files paperwork.

- Provides support for the Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) Program; conducts NESHAP related inspections of different phases of renovation and demolition projects; reviews records and plans, gathers evidence, and issues notices of violation.
- Assists in case development for mutual settlement or other prosecution cases.
- Depending on assignment may have responsibility for the Vapor Recovery Program, including inspections and follow-ups; recommends changes and updates to the Vapor Recovery protocol; develops the Vapor Recovery database.
- As assigned, may be responsible for duties related to the District's Smoke Management Program for agricultural, prescribed, and open outdoor burning; oversees related permitting systems; collaborates with Planning Division staff and supervisor for final determination of permit approval of large or potentially high impact projects.
- 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 of physics, chemistry, and engineering related to air pollution control.
- Basic scientific research methods.
- Principles and concepts of basic process 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; various programs, including the Federal Operating Permit Program (Title V), Vapor Recovery Program, Asbestos NESHAP Compliance Program, and CARB Portable Equipment Registration Program.
- Applicable federal, state, and local laws, codes, and regulations related to air compliance.
- Computer applications including spreadsheets, word processing, database, and presentation programs.
- Standard office procedures, practices, and 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:**

- Learn and apply air quality inspection techniques.
- Prepare technical reports.
- Detect, document, and collect evidence of violations of air pollution control laws.
- Analyze a variety of enforcement related problems and recommend solutions.
- Troubleshoot and track down sources of pollution.
- Investigate violations of District regulations caused by industrial equipment breakdown.
- 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.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Operate an office computer and a variety of word processing and software applications.
- Safely and effectively operate ordinary hand and power tools.
- 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.

**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:*

Air Quality Compliance Inspector I and II: 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. Highly related industrial and technical expertise can substitute for the degree on a year for year basis.

Air Quality Compliance Inspector I: One (1) year of experience in air pollution control inspection. Additional related coursework or inspection training may substitute for the required experience.

Air Quality Compliance Inspector II: Three (3) years of experience in air pollution control inspection or two (2) years of experience in a position equivalent to an Air Quality Compliance Inspector I with MBARD.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Class C California Driver License.
- The Air Quality Compliance Inspector II is also required to acquire and maintain bi-annual certification by the California Air Resources Board in Visible Emissions Evaluation.

**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.