



April 2016
FLSA: EXEMPT

ENGINEERING AND COMPLIANCE MANAGER

DEFINITION

Under general direction, plans, directs, and reviews the activities of the Engineering and Compliance Divisions, including application of District's rules and regulations to achieve air quality goals, permit review, issuance and inspections, rule development, emission inventory, toxic risk assessment, and emissions banking; coordinates activities with state and federal agencies; serves as a member of the District's management team; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Air Pollution Control Officer and other specific direction from the Air Pollution Control Officer (APCO) for special projects and policy development. Exercises direct and general supervision over Engineering and Compliance Division staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management class that is responsible for the overall management of the Engineering and Compliance Divisions. The incumbent provides oversight and administrative direction through subordinate supervisors. This class is distinguished from the classification of Deputy APCO in that the latter has the responsibility of organizing, planning, and coordinating, through subordinate management and supervisory staff, the functions and activities of the District's four operational 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.

- Directs and participates in the development and implementation of goals, objectives, policies, and procedures of the Engineering and Compliance Divisions, including special programs.
- Oversees all Engineering and Compliance programs, including permitting, source testing, permit related rule development, Title V, burn management, asbestos, Mutual Settlement, and the AB 2588 air toxics programs.
- Manages and makes work assignments to the Engineering and Compliance supervisors and prepares the supervisors' annual performance evaluations; reviews staff performance evaluations prepared by the supervisors.
- Develops, implements, and maintains written procedures and policies for the Engineering and Compliance Divisions.
- Performs workflow and production analysis for continued process improvement and to enhance customer service.

- Develops, manages, and oversees the Engineering and Compliance Divisions' annual budgets and monitors expenditures.
- Coordinates technical activities to ensure consistency with state and federal requirements and to ensure the correct and efficient application of District rules and regulations.
- Directs the investigation of air quality violations; directs the documentation of non-compliance by businesses and organizations within the District; manages permit inspections.
- Conducts and participates in meetings with firms, individuals, and public agencies; makes presentations to the Board of Directors and the Advisory Committee; stays current on air quality issues relevant to engineering and compliance administration.
- Participates in relevant California Air Pollution Controls Officers Association (CAPCOA) Engineering and Compliance activities; participates in the development of new state Airborne Toxic Control Measures (ATCM) and other state programs.
- Researches, reviews and makes recommendations on new or proposed legislation and regulations to determine effect on existing programs.
- Leads negotiations on technical issues and policy with federal, state, and public agencies and with industry representatives.
- Manages Engineering and Compliance Divisions' contract management, including the competitive bid process, selection of contractors, negotiation of contract provisions, and monitoring and evaluation of contractors' work.
- Directs the gathering of data to be used in legal actions, confers with legal counsel in developing permit conditions, contract provisions, rule development, requests for proposals, or enforcement violations.
- Serves as Deputy APCO in his/her absence for Engineering related activities.
- Responds to difficult inquiries and complaints.
- 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:

- District policies and procedures.
- Engineering design.
- Petroleum and chemical processing.
- Air quality operations of commercial and industrial plants and petroleum explorations and processing facilities.
- Toxic air contaminant regulations and risk assessment procedures and programs.
- Principles and practices involved in air pollution control processes.
- District, state, and federal air pollution control rules and regulations.
- Principles of environmental laws and civil procedures.
- Principles and practices governmental budgeting.
- Methods of program planning, funding, and fiscal management.
- Recent developments and sources of information on technical air pollution activities of the Engineering Division.
- Methods and techniques of supervision, training, and motivation.
- Methods and techniques of scheduling work assignments.
- Applicable federal, state, and local laws, codes, and regulations, including laws, ordinances, and codes related to building construction and zoning.
- Modern office procedures, practices, and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.

- English usage, spelling, vocabulary, grammar, and punctuation.
- Occupational hazards and standard safety practices.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Develop and enforce District rules and regulations related to permitted sources and compliance activities.
- Oversee, analyze and solve engineering problems involving advanced processes and control equipment.
- Coordinate Engineering and Compliance Division functions with industry, government, the media, and the public to effectively administer state and federal mandates and District Rules and Regulations.
- Perform complex engineering reviews of air quality process and systems.
- Assess and interpret testing data as it relates to compliance activities.
- Develop and implement engineering review systems.
- Prepare and administer related grants and contracts.
- Analyze and make recommendations on difficult air pollution control problems.
- Deal constructively with conflict and develop effective resolutions.
- Prepare technical reports.
- 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 District 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 develop effective resolutions.
- Make sound decisions within established guidelines.
- Analyze a complex issue and develop and implement an appropriate response.
- Operate an office computer and a variety of word processing and software applications.
- Observe safety principles and work in a safe manner.
- 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:

Equivalent to the completion of a Bachelor's degree from an accredited college or university with major coursework in chemical, environmental, or mechanical engineering, and five (5) years of progressively responsible professional experience in air quality regulation and management, engineering, and toxics, including four (4) years in a supervisory or managerial capacity.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. The nature of the work also requires the incumbent to occasionally drive motorized vehicles.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.