



April 2016
FLSA: NON-EXEMPT

AIR QUALITY ENGINEER III

DEFINITION

Under general direction, leads, coordinates, and participates in the work of Air Quality Engineers; acts as project or program facilitator; performs complex engineering work and related research and policy analysis; evaluates and processes the more difficult permits; serves as an engineering advisor to the Engineering and Compliance Manager, Deputy Air Pollution Control Officer, and other District staff; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the advanced journey-level, lead, or specialist class in the Air Quality Engineer series. Incumbents in this classification perform permitting work of considerable technical complexity requiring in-depth knowledge of industrial processes and control technology. Duties performed by incumbents in this class require specialized knowledge and/or the ability to perform special assignments not typically required of a journey level engineer. The complexity of the engineering assignments and projects can be characterized by formulation of new guidelines, definitions, methods, or approaches. Incumbents may serve as the project leader for the coordination and completion of professional engineering work within specified areas such as federal or state mandated programs, including Federal Title V Operating Permits, State Gasoline Enhanced Vapor Recovery, and the State Air Toxics "Hot Spots" Information and Risk Assessment Act (AB 2588). Incumbents may be assigned responsibility for leading other Engineering and/or Compliance Division staff in subject matter areas consistent with specialized fields of expertise. At this level, incumbents may be periodically responsible for the development of new programs and/or special projects. This class is distinguished from the classification of Supervising Air Quality Engineer in that the latter supervises and coordinates the work of Engineering Division staff.

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.

- Develops program guidelines and rules; establishes goals and deadlines; administers programs; reviews permit applications for Authority to Construct (ATC) and Permits to Operate (PTO); reviews design of air pollution controls associated with the industrial or commercial processes; analyzes operational procedures to determine control of emissions; calculates emission rates associated with permits; identifies and evaluates or prepares Toxic Air Contaminant (TAC) and risk assessment

- determinations; checks applicant compliance with District rules and regulations; generates equipment list.
- Reviews general permit applications; drafts evaluations determining compliance; issues ATCs and PTOs; performs site inspections to verify compliance.
 - May act in a lead capacity for the implementation of Titles III, IV, and V of the Federal Clean Air Act; develops and updates Title V Permits; performs research work, engineering studies, and calculations related to the statutes; coordinates with the Federal Environmental Protection Agency (EPA) and other governmental agencies; reviews Title V applications; drafts evaluations determining compliance; drafts proposed permits; issues public notices; responds to comments; issues final permit.
 - May act in a lead capacity for the implementation of the State Air Toxics “Hot Spots” Information and Risk Assessment Act (AB 2588); performs research work, engineering studies, and calculations related to the statute; coordinates with the California Air Resources Board (ARB) and other governmental agencies; reviews and evaluates inventory plans and risk assessments; completes prioritizations for risk assessments; prepares Annual Reports.
 - May act in a lead capacity for the review and preparation of criteria and toxic emission inventories and risk assessment pursuant to the “Hot Spots” Information and Risk Assessment Act (AB 2588) and for California Environmental Quality Act (CEQA) requirements; informs facilities that criteria pollutants or toxic emission inventory must be updated; provides guidance on how to prepare an inventory; reviews and/or helps to prepare emission inventories; enters emission inventory data into the Hotspots Analysis Reporting Program (HARP) database for submittal to ARB; determines if risk assessment must be prepared from toxic emissions inventory data and notifies sources if assessment is needed; provides guidance on the preparation of risk assessments; reviews risk assessment plans; prepares electronic files for State review.
 - May act in a lead capacity for the engineering and technical aspects of the gasoline enhanced vapor recovery systems; conducts reviews of ARB Executive Orders; develops operating conditions for new and modified vapor recovery equipment; provides technical justification for enforcement decisions; conducts workshops and training for gasoline stations regarding regulator changes.
 - Maintains Emission Reduction Credit (ERC) Bank; addresses Emissions Banking/Offset questions; reviews ERC applications; issues ERCs.
 - Develops new rules and modifies existing rules; drafts rule language and staff reports; provides data for environmental documents; sets and holds public meetings to discuss proposals; drafts legal and public notices; drafts proposed rules, staff reports, and resolutions; presents proposed rules to Advisory Committee and Air District Board; drafts transmittal; provides newly adopted rules with documentation to oversight agencies; maintains RuleBook Subdirectory and Archived Rules; maintains State Implementation Plan RuleBook.
 - Develops cost estimates; may participate in budgetary planning and tracking for a particular program.
 - Serves on special committees to develop guidelines and procedures; makes community presentations; provides functional direction to subordinate engineers, technicians, and/or clerical staff.
 - Represents the District on statewide task forces; and technical committees; coordinates activities with federal, state, and local regulatory agencies.
 - 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:

- Engineering principles, practices, methods, and procedures.
- District engineering policies and procedures.

- Principles of fluid dynamics.
- Air dispersion modeling techniques.
- Practices of program management.
- Toxic air contaminants.
- Health risk assessment procedures.
- Applicable federal, state, and local laws, codes, and regulations related to air quality control.
- Principles and practices of project management and work organization.
- Basic principles, methods, and techniques of leading and providing training to 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:

- Analyze and solve engineering problems involving advanced processes and control equipment.
- Maintain working relationships with staff, public, commercial and industrial sources, and other regulatory agencies.
- Provide lead direction, instruction, and training.
- Complete assignments within the District's permitting process in a timely and accurate manner.
- Process diverse permit applications.
- Prepare technical reports and presentations.
- Negotiate effectively.
- Prepare and give presentations.
- Identify type and amount of toxic air contaminant emissions.
- Prepare health risk assessments.
- 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, permit holders, and the community.
- Analyze a complex issue and develop and implement an appropriate response.
- 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 four (4) years of experience in air pollution control engineering, or two (2) years of experience as an Air Quality Engineer II with the MBARD.

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 and drive motorized vehicles when visiting businesses or construction sites.

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.